

Due Process Complaint

Under the Individuals with Disabilities Education Act (IDEA)

A due process complaint may be filed on any matter which alleges: a violation of IDEA with respect to the proposal or refusal to initiate or change the identification, evaluation, or educational placement of the child or the provision of a Free Appropriate Public Education (FAPE) to the child.

| |
|---------------------|
| For Office Use Only |
| Date received: |

Date: _____

This complaint is filed by (check one):

- Parent of the child (please print) _____
- the Administrative Unit¹/State Operated Program² (please print) _____ ,

Complainant

v.

Responding party (check one):

- Parent of the child (please print) _____
- the Administrative Unit/State Operated Program (please print) _____ ,

Respondent.

Filing Instructions:

- **This complaint and all attachments must be filed with the other party** (i.e., the Director of Special Education for the Administrative Unit (AU)/State Operated Program (SOP) OR the Parent).
- **A copy of this complaint and all attachments must also be mailed or faxed to:**

Colorado Department of Education (CDE)
Exceptional Student Leadership Unit, Dispute Resolution Office
1560 Broadway, Suite 1175, Denver, CO 80202
Or Fax: 303-866-6767 Attn: Dispute Resolution

NOTE: CDE does not accept electronic filing (e-mail) of complaints.

Parent(s) name

Director of Special Education

Address

Administrative Unit/State Operated Program

_____, CO _____
City Zip

Address

home # (____)____-____

_____, CO _____
City Zip

work # (____)____-____

phone # (____)____-____

cell # (____)____-____

fax # (____)____-____

fax # (____)____-____

¹ Administrative Unit = School District, Board of Cooperative Educational Services (BOCES), or State Charter School Institute that has been approved by the Department. Not all school districts are administrative units. **Please call the special education director if you are unsure of the administrative unit.**

² State Operated Program = Department of Corrections, Division of Youth Corrections, Colorado Mental Health Institutes at Ft. Logan and Pueblo, or Colorado School for the Deaf and the Blind.

