



Special Education Formal Complaint Form

Use the Tab Key to move to each part of the form

This form can be used by any individual or organization to file a formal state complaint with the Georgia Department of Education (GaDOE) to allege that a public agency has violated requirements of the Individuals with Disabilities Education Act (IDEA) and/or state special education rules. The use of an asterisk (*) indicates required information per the IDEA for filing a formal state complaint. Failure to provide required information may delay the complaint initiation. Use of this form is voluntary.

***Public agency filing complaint against:** _____
(Public agencies include the GaDOE, school districts, and other political subdivisions of the State that are responsible for providing education to children with disabilities)

***Name of Complainant:** _____
Relationship to student: _____
***Complainant Address:** _____
***City:** _____ ***State:** _____ ***Zip Code:** _____
***Complainant Phone Number(s):** _____
Complainant Email Address: _____

***Name of Student:** _____ **Date of Birth:** _____
***Student Address:** _____
***City:** _____ ***State:** _____ ***Zip Code:** _____
GTID #: _____ The GTID # will be provided by the local school district
***Current School:** _____
In the case of a homeless child or youth (within the meaning of section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), provide available contact information for the child and the name of the school the child is attending.

Parent (if not the complainant): _____
Parent Address: _____
City: _____ State: _____ Zip Code: _____
Parent Phone Number(s): _____
Parent Email Address: _____



Georgia Department of Education
1562 Twin Towers East
205 Jesse Hill Jr. Dr. SE
Atlanta, GA 30334
www.gadoe.org



@georgiadepofed



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***Statement of Alleged Violation(s):** State the requirement(s) or obligation(s) you believe the public agency failed to follow as it pertains to the IDEA and/or state special education rules. **The alleged violation(s) must have occurred not more than one year prior to the date the complaint is received by the GaDOE.** *(If more space is needed, please use additional paper.)*

***Facts Relating to Alleged Violation(s):** State the facts relevant to the alleged violations that help explain or clarify how, or in what way, the public agency failed to follow the IDEA and/or state special education rules (e.g., dates of incidents, specific details of incidents, persons involved, etc.). *(If more space is needed, please use additional paper.)*



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***Proposed Resolution to Alleged Violations:** State the solution(s) or action(s) you feel will resolve the problem(s) to the extent known and available at this time.

Are you willing to participate in the mediation process to try to resolve your concerns?

YES **NO** **Not Applicable**

Mediation is only available to the parent(s) of the student or the adult student. For more information on the mediation process, see [Mediation webpage](#) or [Dispute Resolution State Board Rule](#).

***A copy of your Special Education Formal Complaint must be submitted to the Superintendent or the Special Education Director of the public agency you are filing the complaint against.**

Please indicate when, how, and to whom you provided a copy of your formal complaint.

On _____,
(date)

_____ via _____.
(name or title of recipient) (method of delivery)

***Signature of Complainant:** _____ **Date:** _____



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Submit a **signed** copy of your Special Education Formal Complaint to:

Georgia Department of Education
Division for Special Education Services and Supports

By U.S. mail:
205 Jesse Hill Jr. Drive, SE, 1562 Twin Towers East
Atlanta, Georgia 30334

or

By eFax: 770-344-4458

or

By Email: spedhelpdesk@doe.k12.ga.us

Electronic submissions are strongly encouraged

For questions, contact the Special Education Helpdesk at (404) 657-9968 or
spedhelpdesk@doe.k12.ga.us.

For more information on the formal complaint process, see [Formal Complaint webpage](#) or [Dispute Resolution State Board Rule](#).

Note: Copies of all correspondences shall be sent to the parties involved that include the complainant, the GaDOE, and the public agency. If the parent is not the complainant, the parent will also receive copies of all correspondences and the complainant may only receive information that includes personally identifiable information if the parent has provided consent to release such information.