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## **Little Flower Union Free School District Complaint Form**

If a parent, individual or organization believes that Little Flower Union Free School District has violated a requirement of Part B of the Individuals with Disabilities Education Act (IDEA) or State law/regulation related to the education of students with disabilities, they may submit a written, signed complaint to the School Principal, Mr. William Glasshagel. Use of the attached form is not required. However, if using your own format to submit a complaint, you must provide the required information, as appropriate, as indicated on the sample form. Upon receipt of a written complaint by an individual or agency, The Principal must determine if the alleged violation occurred and issue a written decision of its findings.

Little Flower UFSD encourages parents and teachers to use mediation to resolve complaints regarding the education of a student with a disability.

### **Parent, Individual or Organization (Complainant) Submitting the District Complaint**

- A District complaint must be made in writing.
- A District complaint must be signed by the complainant (faxed or e-mail signatures will not be accepted).
- A District complaint must include:
  - a statement that Little Flower Union Free School District has violated a requirement of Part B of IDEA or State law/regulation related to students with disabilities;
  - the facts on which the statement is based;
  - contact information of the person filing the complaint;
  - if alleging violations with respect to a specific child, include:
    - the name and address of the residence of the child;
    - the name of the school the child is attending;
    - in the case of a homeless child or youth, available contact information for the child and the name of the school the child is attending;
    - a description of the nature of the problem of the child (the concerns that led you to file the complaint), including the facts relating to the problem; and
    - a proposed resolution of the problem to the extent known and available at the time the person is filing the complaint.

- The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received.
- The individual filing the complaint must forward a copy of the complaint to the school district or other public agency serving the child at the time the person files the complaint with NYSED.

### **District Complaint Procedures**

- The Little Flower Union Free School District or public agency will give the procedural safeguards notice to persons in parental relation to students parent at the beginning of each school year.
- The parent, individual or organization filing the complaint has the opportunity to submit additional information, either orally or in writing, about the allegations in the District complaint.
- The School or Staff Member(s) has the opportunity to respond to the District complaint, including, at a minimum: (a) a proposal to resolve the complaint and (b) an opportunity for the school/staff and the parent who filed the complaint to voluntarily engage in mediation.
- Within 30 calendar days after a complaint is filed (received), LFUFSD will issue a written decision to the complainant that addresses each allegation in the complaint and contains findings of fact and conclusions and the reasons for the final decision. LFUFSD will include, if needed, procedures for effective implementation of its final decision, including technical assistance, negotiations and corrective actions to achieve compliance.
- LFUFSD will set aside the complaint or any part of a District complaint that is being addressed in a due process hearing until the conclusion of the hearing. Any issue in the complaint that is not part of a due process hearing must be investigated and resolved. If an issue raised in a District complaint has previously been decided in a due process hearing involving the same parties, then the due process hearing decision is binding on that issue and LFUFSD will inform the complainant that the decision is binding. A complaint alleging a Little Flower Union Free School District's failure to implement a due process hearing decision will be resolved by NYSED.
- NYSED will review all relevant information and make an independent determination as to whether the school district is violating a requirement of Part B of IDEA or State law/regulation and must, if it determines it to be necessary, carry out an independent on-site investigation.

## Little Flower Union Free School District Complaint Form

**Use of this District form is not mandated, however the form does include the information required to file a District Complaint. District Complaints should be mailed to the above address, to the attention of Mr. William Glasshagel, School Principal.**

### Complaint Contact Information (Complainant)

Name of Person/Organization filing the complaint:	Date:
Relationship to the Student--Check One: <input type="checkbox"/> Parent or Person in Parental Relationship <input type="checkbox"/> Surrogate Parent <input type="checkbox"/> Parent's Attorney <input type="checkbox"/> School District/State Agency Representative <input type="checkbox"/> Other _____	
Mailing Address of Complainant:	Telephone: Day: _____ Work: _____
What is the best time to contact you (the complainant) and at what phone number? _____	

### Student Information (if you are alleging a violation with respect to a specific student)

Child's Name:	Date of Birth:
Address of Child's Residence (if any):	
Name and Address of the School the Child Attends:	
Additional Contact Information for Homeless Child or Youth (if available):	
Parent's Name (if different):	
Parent's Address (if different):	

This form must be signed or it cannot be processed and will be returned to you for signature.

- The Little Flower Union Free School District will only accept formal complaints with **ORIGINAL signature**. District Complaints that are faxed or emailed will not be accepted.

**Complainant Signature:** \_\_\_\_\_

Have you sent a copy of this complaint to the Principal of the school district or public agency that you are alleging violated special education law or regulation?  Yes  No

## Complaint Information

If you have more than one complaint issue, please complete a separate page for each alleged violation of law or regulation relating to the education of students with disabilities.

### Allegation Information

Provide a statement of how you believe the school district or public agency has violated Part B of IDEA or a State law or regulation relating to the education of students with disabilities. You do not need to know specifically what law or regulation might have been violated. Attach additional pages if necessary. (The complaint must allege a violation that occurred not more than one year prior to the date that the State complaint is received.)

### What are the facts upon which the above allegation statement is based?

### If you are alleging a violation with respect to a specific student:

1. Describe how the alleged violation affected the student and include facts to support this allegation.

2. If you have a proposed resolution for an allegation regarding a violation with respect to a specific student, describe what you believe should occur to correct the problem or how the district could resolve the alleged violation. Attach additional pages if necessary.

This issue is currently/or has been addressed in a due process impartial hearing.  Yes  No