



FOR NCDPI USE ONLY			
Case Number	DRC	Date Found Sufficient	Report Due

This form has been developed to assist in filing a formal state complaint about possible violation of the IDEA, federal regulations, Article 9 of the NC General Statutes 115C, and/or the State Policies. Failure to provide all information may delay the complaint investigation or render it insufficient.

Submit the signed original to:
William J. Hussey, Director- EC Division
NC Department of Public Instruction
6356 Mail Service Center ~ Raleigh, NC 27699-6356
Email: state_ec_complaints@dpi.nc.gov
Fax: (919) 807-3755

The federal regulations require that you submit a copy of the signed original to the Superintendent/Lead Administrator of the public agency.

I confirm a signed copy was submitted to the public agency.

Name of Complainant:	Name of Student:	Student's Area of Disability:
Relationship to Student:	Birthdate of Student:	School Student Attends:
<i>If complainant is someone other than the child's parent, he/she must submit contact information for the parent and parental consent to release confidential information.</i>	Mailing Address:	School Student Attended When Alleged Violations Occurred:
Home Phone:	Cell Phone:	Email Address:
Public Agency (local school system, charter school, state operated program, etc.)		

Complaint and Supporting Facts: Write a statement about the violation(s) of the IDEA, federal regulations, Article 9 of GS 115C, or NC Policies Governing Services for Children with Disabilities that occurred. Write the facts on which the above statement is based. Describe the nature of the problem of the child, including specific facts relating to the problem.

Proposed Solution: Describe a proposed resolution of the problem to the extent known and available to you at this time.

Early Resolution: A complaint investigation takes up to 60 days. You may work with the public agency to resolve the complaint at the local level. If both parties agree to mediation, the EC Division can appoint an impartial mediator to assist with resolving the complaint. A mediation request form will be sent upon receipt of the formal complaint.

Signature of Complainant (Required): Please attach any other information and supporting documents, e.g. a copy of the student's current IEP and results of the most recent evaluation.

Date: