Model Form to Assist Parent(s)/Guardian(s) in Filing a Due Process Complaint (Hearing)

Date: _____ I, _____ am requesting a hearing before a State Administrative Law Judge.
Your name

Child's Information

Child's name _____ Child's date of birth _____

Address where child lives (for contact information) _____

Name of District, School, and AEA where child **lives** _____

Name of District, School, and AEA where child **attends** if different from where the child lives _____

Parent(s)'/Guardian(s)' Information

Parent(s) Guardian(s) name(s): _____
Mailing address (or contact information): _____
City: _____ State: _____ Zip: _____
Phone/Contact number: _____ E-mail (if available) _____

Is there another parent/guardian at another address with parental rights? ____Yes ___No. If **yes**, please complete the following:

Parent(s) Guardian(s) name(s): _____
Mailing address (or contact information): _____
City: _____ State: _____ Zip: _____
Phone/Contact number: _____ E-mail (if available) _____

Describe the following (use additional sheets of paper if more space is needed):

1. The nature of the problem:

2. The facts of this case relating to the above problem:

3. Your proposed resolution of the problem:

Did the violation happen not more than two years before you or the district knew or should have known about the alleged action that forms the basis of this filing? _____ Yes _____ No

Before a hearing is actually held:

I/we agree to participate in a mediation process provided by the state: _____Yes _____No

Name, address and phone number of person filing request, if not parent/guardian: _____

_____

Position/role of person filing request, if not parent/guardian: _____
(for example: superintendent, principal, attorney)

Send a completed form to EACH of the following:
you disagree. (Addresses Available at Your School)

1. **The district that made the decisions with which**
2. **The AEA special education director.**
3. **Director, Iowa Department of Education**
   Grimes State Office Building
   Des Moines, Iowa 50319-0146