



Tennessee Department of Education Special Education Administrative Complaint Form

Office of General Counsel
Andrew Johnson Tower, 9th Floor
710 James Robertson Parkway
Nashville, Tennessee 37243

Email completed forms to the public education agency and dispute.resolution@tn.gov.

Name of Complainant¹	Relationship to Child	Complainant's Email
Address Street, City, State, ZIP		Telephone Number (<i>Area Code/Number</i>) Home Work Cell
Name of Child	Child's Date of Birth (<i>Month/Day/Year</i>)	Child's Disability
Address of the Child (if different from Complainant) (Street, City, State, ZIP)		<i>*For homeless children provide contact information</i>
Public Education Agency	School Child is Attending	
<p>Please check alleged violation(s) of the special education regulations. Documentation of alleged violations must be provided for each box checked:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Failure to evaluate/identify for special education and related services <input type="checkbox"/> Failure to follow proper Individualized Education Program (IEP) team procedures <input type="checkbox"/> Failure to implement IEP accommodations <input type="checkbox"/> Failure to implement IEP services <input type="checkbox"/> Failure to provide an appropriate IEP to meet student's needs <input type="checkbox"/> Failure to follow proper suspension/expulsion procedures for a student identified with a disability <input type="checkbox"/> Failure to provide access to review/inspect educational records <input type="checkbox"/> Failure to consider a request for an independent educational evaluation (IEE) <input type="checkbox"/> Failure to conduct a comprehensive re-evaluation <input type="checkbox"/> Failure to allow parent to participate in educational decisions <input type="checkbox"/> Improperly restrained my student <input type="checkbox"/> Improperly isolated my student <input type="checkbox"/> Others) _____ 		

¹ If the person filing the complaint is not the child's parent, this complaint must include a TDOE consent for release of information. Please contact the TDOE for a copy of the consent form.

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Provide a description of the problem, including facts and dates relating to all of the allegation(s) checked on page 1. Complaints must allege a violation that occurred not more than one calendar year prior to the date this complaint is received by the TDOE. Include documentation that supports your allegation(s) as an attachment to this form. The TDOE will dismiss an allegation, or if appropriate, the complaint in its entirety, when the allegation, on its face or as clarified, fails to allege a violation of a special education law. Should a dated audio or video recording be submitted, there must be a reference made as to the timing within the recording which the supporting information located:

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List any persons, if any, you have already communicated with to resolve this complaint, along with their response to your request:

Provide a proposed resolution of the problem to the extent known and available.²

By signing below, you assert that you would like TDOE to investigate the complaint and notify you of the results. You understand that you may be asked to provide additional documentation. You also understand that TDOE has sixty (60) days, upon receipt of the complaint, to complete the investigation.

Signature of Complainant (Bold fields *required*; other fields are helpful.)

**Date Signed
(Month/Day/Year)**

²**MEDIATION** is offered at no cost to parents and school personnel. Mediation is encouraged and may be beneficial in your case. Please be advised, however, that mediation is a voluntary system for resolving disputes. Both parties must agree to mediate their issues prior to the initiation of the mediation process. Click [HERE](#) for additional information regarding mediation.

Proposed resolutions are intended in part to assist the complainant and LEA in reaching early resolution of the complaint. Any corrective action that may be required in connection with the complaint is within the discretion of the TDOE. Certain action suggestions, such as discipline or termination of school personnel, are not within TDOE's authority.

Required Information: A **bold field** on the model complaint form indicates required information. Complaint forms must include a statement that a public agency has violated a requirement of special education law; the facts on which the statement is based; the signature and contact information for the complainant; if alleging violations with respect to a specific child - the name and address of the child, the name of the school the child is attending, a description of the nature of the problem, including the facts relating to the problem, and a proposed resolution of the problem. If the complaint is filed on behalf of a homeless child, provide available contact information for the child and the name of the school the child is attending. Note complaints must allege a violation that occurred not more than one year prior to the date that the complaint is filed. The party filing the complaint must forward a copy of the complaint to the public agency serving the child at the same time the party files the complaint with the state.