



To:

_____ Address: _____
(School Superintendent) (Street)

_____ _____
(School District) (City, State, Zip Code)

CHILD’S INFORMATION

Child’s Name: _____ School: _____

Address of Child’s Residence:

_____ Current Grade/Placement: _____
(Street)

_____ Date of Birth: _____
(City, State, Zip Code)

Disability: _____

NAME OF PARENT/GUARDIAN AND ANY ATTORNEY REPRESENTING THE CHILD

_____ _____
(Name of Parent/Guardian) (Name of Attorney)

_____ _____
(Street Address) (Business Street Address)

_____ _____
(City, State, Zip Code) (City, State Zip Code)

_____ _____
(Telephone) (Telephone)

_____ _____
(Fax) (Fax)

_____ _____
(Email) (Email)

(Continued on next page)



Describe the nature of the problem(s) maintaining the current placement of the child if substantially likely to result in injury to the child or to others, including specific facts relating to such problem which make this hearing necessary. (Attach additional pages if necessary.)

A proposed resolution of the problem(s) to the extent known and available to the party.

Parents have the right to request mediation to resolve this problem. Such participation is voluntary. Please contact the school or the Oklahoma State Department of Education at (405) 521-3351 for further information. The due process hearing timeline does not begin until the complaint notice, completed in accordance with all requirements, is received by both the parent and the Oklahoma State Department of Education, Office of Special Education Services. A copy of the notice must be mailed or faxed to:

Oklahoma State Department of Education

Attn: Office of Special Education Services
2500 North Lincoln Boulevard, Suite 412
Oklahoma City, OK 73105-4599
Fax: (405) 522-3503



OKLAHOMA
Education

Signature

Date

Required information: This hearing must occur within 20 school days of the date the hearing is requested and shall result in a determination within ten (10) school days of the final submission of the parties.