



To: _____ Address: _____
(School Superintendent) (Street)

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

CHILD’S INFORMATION

Child’s Name: _____ School: _____
Address of Child’s Residence:

(Street) Current Grade/Placement: _____

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



Describe the nature of the problem(s) of the child relating to discipline matters including placement in an alternative setting or a manifestation determination, and facts relating to such problem(s). (Attach additional pages if necessary.)

A proposed resolution of the problem 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 school district 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.