



## Special Education State Complaint Form Part B of IDEA and COMAR 13A.05.01.15

This is the State Complaint form that the Maryland State Department of Education’s (MSDE), Division of Early Intervention and Special Education Services (DEI/SES) has developed in accordance with State and federal requirements. While this form is *not* required for a complaint to be submitted, *all* information included on this form *must* be provided to MSDE, DEI/SES and the public agency responsible for the education of the student *before* an investigation can begin. Failure to provide the required information or to provide a copy of the complaint to the public agency responsible for the student’s education may prevent or delay the resolution of the complaint.

Student Information, if alleging a violation with respect to a specific student:

Student’s Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address:

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip Code*  
*In the case of a homeless student, please include any available contact information.*

School the student is currently attending:

School where alleged violation occurred, if different:

Check One:    High School        Middle School        Elementary School        Other:

If additional space is needed to answer any of the following questions, please use additional paper.

The following is a statement of the alleged violation(s) of IDEA and the facts upon which the statement is based. **Please note that the alleged violation(s) must not have occurred more than one year prior to the date that the complaint is received.**

*Please include any documentation that you have that supports the allegation(s) to assist MSDE and the public agency to better understand the violation(s) being alleged.*

Date(s) violation(s) occurred or duration of the violation:

The following is a description of the nature of the student's problem, including the facts relating to the problem:

If the complaint is in regard to a specific student, please provide a proposed resolution or remedy to address the problem. **Please note that this information must be provided in order for MSDE to initiate a State complaint investigation regarding a specific student.**

Information about the person filing the complaint ("complainant"):

Complainant's Name:

*Please print*

Relationship to Student:

Address, if different than the student's:

*City*

*State*

*Zip Code*

Telephone number(s):

Signature of Complainant:

*Date*

Please note: If the complainant is not the parent of the student, as defined in IDEA and State law, a release of information, signed by the parent or legal guardian, must be provided to MSDE in order to share personally identifiable information about the student.

Complaints must be provided to **both**:

Alison Barmat, Esq., Chief  
Family Support and Dispute Resolution Branch  
Department of Early Intervention/Special Education Services (DEI/SES)  
200 West Baltimore Street  
Baltimore, Maryland 21201  
Alison.Barmat@Maryland.gov

and

The Director of Special Education of the local school system or the public agency against which the complaint is being filed.