State Complaint Checklist

This checklist may assist you in ensuring that your complaint includes all of the required components. You may want to include a copy of this completed checklist when you file your complaint with the NH Department of Education. The NH Department of Education's website includes Additional information about how to file a complaint – http://education.nh.gov/instruction/special_ed/complaint.htm. Also, the Parent Information Center (PIC) has a template that you may find helpful as you prepare your complaint – call PIC at 603-271-3741.

I am aware that State complaints alleging violations of state or federal special education requirements must include each of the items listed below. I have checked each item after verifying that I included it in the complaint that I have filed.

___ My name (as the complainant)

___ My address

___ My daytime telephone number

___ Optional (not required) – additional contact information, such as my e-mail address

___ The name of the child on whose behalf the complaint has been filed (unless the complaint has not been filed with respect to a specific child)

___ The child's address (place of residence), or in the case of a homeless child or youth, available contact information for the child

___ The name of the school the child is attending

___ A statement that the school district violated a state or federal special education law

___ The facts upon which the complaint is based (a factual description of the nature of the violation, including facts that show that a violation of federal or state special education law has occurred)

___ A description of how the violation how it has affected the child (the impact on the child)

___ A proposed resolution to the problem (to the extent known and available when the complaint is filed)

___ The complaint states that the violation occurred less than one year prior to my filing the complaint

___ The complaint was made in writing (note: alternate options are available for persons who are unable to write a complaint)

___ I have signed the complaint (complaints must include the signature of the complainant)

___ I have filed (mailed or delivered) my completed complaint to the:

New Hampshire Department of Education
Attention: Special Education Complaint Office
Hugh Gallen Office Park
101 Pleasant Street
Concord NH 03301-3860

___ At the same time as I filed the complaint with the state Department of Education, I also forwarded a copy of the complaint to the school district serving the child (should be sent to the special education director and/or the superintendent of schools. Note – their names and contact information may be obtained from the NH Bureau of Special Education at 271-3741).