

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—<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education/complaints>. 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
 - 25 Hall Street
 - Concord NH 03301
- 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).

This document is provided for informational purposes only; it does not, nor is it intended to, constitute legal advice (legal advice should be obtained from an attorney). For more information on the special education process, and upcoming workshop opportunities, please visit our website at www.picnh.org. Be sure to read our brochure, "Steps in the NH Special Education Process" brochure.

