

Request for Special Education Complaint Investigation Form

If you believe that a public education agency has not followed special education requirements, you may file a special education complaint with the Texas Education Agency (TEA). “Public education agency” includes the State Education Agency, a local education agency (LEA), an educational service agency (ESA), a nonprofit public charter school that is not otherwise included as an LEA or ESA and is not a school of an LEA or an ESA, and any other political subdivision of the state that is responsible for providing education to students with disabilities.

TEA has designed this model form for you to use to request a special education complaint investigation. You can find additional information about special education dispute resolution at [Special Education Complaints Process | Texas Education Agency](#).

You may choose not to use this form to request a special education complaint investigation. However, you must sign your request for a special education complaint investigation, and you must provide a copy of your signed complaint to the public education agency against which the complaint is filed.

You may request a complaint investigation and mediation at the same time. If you request a complaint investigation and a due process hearing on the same issues, the complaint will remain on hold until the due process hearing has ended.

1. Student's Information: If you are filing on behalf of multiple students, skip this section.

In the space below, provide the student’s complete name and address. Also, provide the name of the school where the student attends. In the case of a homeless child or youth (within the meaning of section 752 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11434a(2)), provide available contact information for the student and the name of the school the student is attending.

Name		Date of birth (MM/DD/YY)*	
Address			
City		State	Zip Code
Name of the School District the Student Attends*			
Name of the School the Student Attends			

2. Complainant’s Information

The complainant is the individual or organization filing the complaint. The complainant may file as a third party on behalf of a student or students. The complainant’s full name and contact information must be provided.

Name		
Relationship to Student*		
Address		
City	State	Zip Code
Phone number	Alternate phone number	
Fax number	Email Address	

The * indicates optional information. This information is useful for identifying the student. If you are not the student’s parent/guardian, you must provide documentation to show you have the right to access the student’s education record in order to receive a copy of the investigative report. Not providing this documentation will not delay or prevent the investigation of your complaint.

3. Complaint Information

Your complaint must allege a violation of the Individuals with Disabilities Education Act (IDEA), its implementing regulations, Texas Education Code (TEC), and/or Texas Administrative Code (TAC). The alleged violation must have occurred not more than one calendar year prior to the date the complaint is received at the Texas Education Agency (TEA). **If the complaint is received by TEA on a non-business day, the received date will be documented as the following business day.**

Please describe, in detail, each act that you allege violates IDEA, TEC, and/or TAC, including when the act occurred and other events that are relevant to the allegation(s). You must also provide a proposal for resolving the allegation(s).

While the boxes below are fillable and expandable, if you need more space, an “additional allegations” form is available at <https://tea.texas.gov/sites/default/files/engaddpages.doc>.

a. What violation(s) are you alleging occurred? Describe the nature of the allegation(s) in as much detail as possible.

b. What facts support the allegation(s)? What significant dates and events are relevant to and support the allegation(s)?

c. What documents should be reviewed by TEA during the investigation of the allegation(s)?

d. Please describe your proposal for resolving the allegation(s).

4. Complainant's Signature

By federal regulation, you must sign the request for complaint investigation.

Signature(s) of person(s) filing the complaint _____

Date _____

5. Notification to the Public Education Agency Against Which the Complaint is Being Filed

By federal regulation, you must send a copy of the complaint to the public education agency against which the complaint is filed. Indicate below when, how, and to whom in the public education agency you provided a copy of the complaint.

Date: _____

Hand delivered to (name of recipient): _____

Signature of recipient: _____

Faxed to (name of recipient): _____

Fax number: _____

Mailed to (name of recipient): _____

Mailing address: _____

Emailed to (name of recipient): _____

Email address: _____

Certified Mail Return Receipt Requested # (if applicable): _____

Checklist

Before emailing, mailing, or faxing your request for a complaint investigation, make sure the items below have been completed.

- You have provided the student's name, contact information, and name of the school the student attends (section 1, if requesting a complaint investigation on behalf of one student).
- You have provided your name, address, and contact information where you can be reached (section 2).
- You have provided detailed information about the alleged violation(s) and a proposed solution (section 3).
- You have signed your complaint (section 4).
- You have provided a copy of your complaint to the public education agency (section 5).
- You have provided a copy of your complaint to the public agency (section 5).
- You have emailed, mailed, or faxed your complaint in time for it to be received by TEA no later than ONE CALENDAR YEAR after the alleged violation(s) occurred.

Email, mail, or fax your complaint to:

Email address: SpecialEducation@tea.texas.gov
Mailing address: Texas Education Agency
Division of Review and Support
1701 North Congress Avenue
Austin, Texas 78701
Fax: (512) 463-9560

Additional Assistance

Technical Assistance for the Dispute Resolution Processes:

Questions regarding this form or the special education complaint process may be addressed to:

**Texas Education Agency
Division of Review and Support**
1701 North Congress Avenue
Austin, Texas 78701
Telephone: (512) 463-9414
SpecialEducation@tea.texas.gov

Questions regarding requesting mediation services or due process hearings may be addressed to:

**Texas Education Agency
Office of General Counsel**
1701 North Congress Avenue
Austin, Texas 78701
Telephone: (512) 463-9720
SE-Legal@tea.texas.gov

SPEDTex:

<https://www.spedtex.org/>
1-855-773-3839
inquire@spedtex.org

The Special Education Information Center (SPEDTex) works collaboratively with stakeholders to provide resources and facilitate collaboration that supports the development and delivery of services to children with disabilities in Texas.

Toll Free Parent Information Line: 1-800-252-9668

This toll-free message line is reserved for parents and other family members who have questions about special education.

For Individuals who are Deaf or Hard of Hearing

TTY Number: (512) 475-3540 | Relay Texas 7-1-1