

# Special Education Complaint Form

We have created a new simplified Special Education Complaint form to track trends and facilitate problem solving around special education issues. Once we receive the complaint, a member of the union's special education staff will review it. You will receive a call or an email to verify the information and obtain additional details. We will then work with you to determine the appropriate mechanism for resolving the issue. **We will not share your name or any information on this form with administrative, supervisory or managerial personnel in the Department of Education without your approval.**

Questions marked with a \* are required

Date: \_\_\_\_\_

Name: (Last, First): \*

Mobile or Home Phone: \* \_\_\_\_\_ Email Address (Non-DOE): \_\_\_\_\_

Position / Relationship to Child: \*

Borough: \* \_\_\_\_\_ District: \* \_\_\_\_\_ School: \* \_\_\_\_\_ Work Phone: \* \_\_\_\_\_

Your Chapter Leader: \*

Did caller discuss issue with:

Child's parents (or teacher if caller is parent)

Chapter Leader

Principal / Supervisor

Area of Complaint (Check all that may apply):

Special Class (Self-contained in district, high school, District 75, etc.)

Discipline and Suspension of Students with Disabilities

Collaborative Team Teaching (CTT)

Copy of IEP Not Provided (General Education IEP Teacher, Special Education Teacher, Cluster Teacher or Related Service Provider), Access to IEP Denied (Paraprofessional) or Failure to Inform of IEP Implementation Responsibilities

Special Education Teacher Support Services (SETSS)

IEP Implementation (Test Accommodations, Behavior Intervention Plan, Supports for School Personnel, Assistive Technology, Transition Services, etc.)

Related Services

IEP Process (Team Meetings, Changes to IEPs, Notice, Consent, etc.)

Para Supports and Services

Other, please describe:

Bilingual Programs and Services

ESL Instruction

Referral

Placement

Assessment and Evaluation

Please provide a brief summary of the issue.

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