

**Virginia Department of Education**  
**Division of Special Education and Student Services**  
**Office of Dispute Resolution and Administrative Services**  
**P. O. Box 2120**  
**Richmond, Virginia 23218-2120**  
**(804) 225-2013**  
[http://www.doe.virginia.gov/special\\_ed/resolving\\_disputes/](http://www.doe.virginia.gov/special_ed/resolving_disputes/)

**PRIVATE SCHOOL SPECIAL EDUCATION COMPLAINT FORM**  
**[involving the consultation process for parentally placed private school children with disabilities]**

The Virginia Regulations governing special education, at 8 VAC 20-81-150.C.5, provide a private school official with the right to file a complaint with the Virginia Department of Education (VDOE) that, during the design and development of special education and related services for parentally placed private school children, a local school division has not (1) engaged in consultation that was meaningful or timely; or (2) given due consideration to the views of the private school official, as set forth in the regulations.

Once received by the VDOE Office of Dispute Resolution and Administrative Services (ODRAS), the complaint will be reviewed and processed in accordance with the provisions of VDOE's complaint resolution procedures for private school complaints involving the consultation process, located at:  
[http://www.doe.virginia.gov/special\\_ed/resolving\\_disputes/](http://www.doe.virginia.gov/special_ed/resolving_disputes/)

***PLEASE TYPE OR WRITE LEGIBLY A RESPONSE TO EACH QUESTION BELOW.  
THEN SIGN AND DATE THE FORM.***

1. Name of Person Filing Complaint: \_\_\_\_\_

Organization Represented: \_\_\_\_\_  
(Private School, Home Tutored or Home Instructed Student)

Address: \_\_\_\_\_

E-mail address (optional): \_\_\_\_\_

Telephone Numbers: Main (    ) \_\_\_\_\_ Alternative (    ) \_\_\_\_\_

2. Public School Division Involved: \_\_\_\_\_

3. Subject(s) the Complaint Involves:

The public school did not engage in consultation with the private school that was meaningful and timely; and/or

The public school did not give due consideration to the views of the private school official.

4. List persons you have already communicated with to resolve this complaint, along with their response to your concerns.

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5. Provide a description of the nature of the issue. Use additional sheets, if needed. Please include dates, where available. **(NOTE: COMPLAINTS MUST ADDRESS AN ACTION THAT OCCURRED NOT MORE THAN ONE YEAR PRIOR TO THE DATE VDOE RECEIVED THE COMPLAINT.)**

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**NOTE: YOU MAY INCLUDE ANY DOCUMENTATION THAT SUPPORTS YOUR ALLEGATION(S) AS AN ATTACHMENT TO THIS FORM.**

6. Provide a proposed resolution of the problem to the extent known and available.<sup>1</sup>

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<sup>1</sup>Proposed resolutions are intended in part to assist the complainant and school division in reaching early resolution of the complaint. Any corrective action that may be required in connection with the complaint is within the discretion of the VDOE. Certain actions that may be suggested, such as discipline or termination of school division personnel, are not within the VDOE's authority.

7. **A copy of this complaint, along with the supporting documentation, must be simultaneously submitted to the school division.** Please indicate below if this requirement has been met:

\_\_\_\_\_ YES      \_\_\_\_\_ NO

\_\_\_\_\_  
Signature (**Required**)

\_\_\_\_\_  
Date

### **MEDIATION**

Mediation is offered at no cost to complainants and school personnel. Mediation is encouraged and may be beneficial in your case. Please be advised, however, that mediation is a voluntary system for resolving disputes. Both parties must agree to mediate their issues prior to the initiation of the mediation process. Additional information regarding mediation is available on our office's Web site at: [http://www.doe.virginia.gov/special\\_ed/resolving\\_disputes/mediation/index.shtml](http://www.doe.virginia.gov/special_ed/resolving_disputes/mediation/index.shtml)  
Please indicate your interest below concerning mediation as an option in resolving your complaint issues.

\_\_\_\_\_ I am interested in mediation as an option in resolving my complaint issues.

\_\_\_\_\_ I decline mediation.