

## Sample Letter #7: DEED Complaint

You should file a complaint with the Department of Education and Early Development (DEED) when you have been unable to resolve a dispute regarding your child's rights with your IEP team and the Director of Special Education. DEED complaints generally involve IEP services not being provided, systemic issues, the school district's failure to provide proper notice or records, or any other violation of your child's rights. To file a complaint you can use the letter below. Try to keep your letter short and to the point while including all the facts. Be sure to send a copy of this letter to Department of Education and Early Development and the district's Director of Special Education. Remember to keep a copy of this form, making note of who received it and the date. You can send the letter to the address below or fax it to (907) 465-2806.

*Date*

*State Director of Special Education's Name*  
Department of Education & Early Development  
Attention: Special Education Dispute Resolution  
801 West 10th Street, Suite 200  
P.O. Box 110500  
Juneau, Alaska 99811-0500

Dear *(State Director of Education's Name)*,

I am the parent of *(your child's full name)* who is a student in *(Teacher's name)*'s *(grade level)* class in *(name of your child's school)* in *(your school district's name)*. *(His/Her)* date of birth is *(child's birth date)*.

I have met with *(names of school district personnel involved in your meetings and the dates of the meetings)* in an effort to resolve our differences regarding *(give a brief statement of the problem regarding your child's IEP or school placement including dates of incidents, and what has been done to try to resolve the problems)*.

I propose the following solution to this problem *(give a brief description of your solution to the problem)*.

I am requesting an investigation by the Alaska State Department of Education and Early Development. I understand that an independent investigator will contact me to gather additional information in the near future.

Should you have any questions or problems, please contact me at *(your daytime phone number and address)*.

Sincerely,

*(Your full name)*

Cc: *(Your child's school district's Director of Special Education's Name)*