



# Model Form to Assist Parent(s)/Guardian(s) in Filing a Due Process Complaint (Hearing)

Date: \_\_\_\_\_ I, \_\_\_\_\_ am requesting a hearing before a State Administrative Law Judge.  
Your name

<b>Child's Information</b>	Child's name _____	Child's date of birth _____
	Address where child lives (for contact information) _____	
	Name of District, School, and AEA where child <u>lives</u> _____	
	Name of District, School, and AEA where child <u>attends</u> if different from where the child lives _____	
	Parent(s) Guardian(s) name(s): _____	
<b>Parent(s)/Guardian(s) Information</b>	Mailing address (or contact information): _____	
	City: _____	State: _____ Zip: _____
	Phone/Contact number: _____	E-mail (if available) _____
	<b>Is there another parent/guardian at another address with parental rights?</b> Yes ___ No. If <b>yes</b> , please complete the following:	
	Parent(s) Guardian(s) name(s): _____	
	Mailing address (or contact information): _____	
	City: _____	State: _____ Zip: _____
Phone/Contact number: _____ E-mail (if available) _____		

**Describe the following (use additional sheets of paper if more space is needed):**

1. The nature of the problem:
2. The facts of this case relating to the above problem:
3. Your proposed resolution of the problem:

Did the violation happen not more than two years before you or the district knew or should have known about the alleged action that forms the basis of this filing? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Before a hearing is actually held:**

I/we agree to participate in a mediation process provided by the state: \_\_\_\_\_ Yes \_\_\_\_\_ No

Name, address and phone number of person filing request, if not parent/guardian: \_\_\_\_\_

Position/role of person filing request, if not parent/guardian: \_\_\_\_\_

(for example: superintendent, principal, attorney)

Send a completed form to **EACH** of the following:  
you disagree. (Addresses Available at Your School)

1. The district that made the decisions with which
2. The AEA special education director.
3. Director, Iowa Department of Education  
Grimes State Office Building  
Des Moines, Iowa 50319-0146