

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION OFFICE OF SPECIAL EDUCATION - COMPLIANCE

DUE PROCESS HEARING- PARENT REQUEST FORM FIRST STEPS

If a parent disagrees with a decision made by the Missouri Department of Elementary and Secondary Education (the Department), System Point of Entry (SPOE) or a provider, the parent may file a written due process hearing request with the Department. This form may be used when filing a due process hearing request.

Mail completed form to: Missouri Department of Elementary and Secondary Education

Office of Special Education – Compliance

P.O. Box 480

Jefferson City, MO 65102-0480

Office of Special Education business hours are Monday-Friday

8:00 AM - 4:30 PM

Or fax to: (573) 526-4404 Attention: Compliance Section

SPOE or Provider Name:	
Child's Name:	Child's Date of Birth:
Child's Address:	City, State, & Zip:
Name of Barant/Guardian filing requests	
Name of Parent/Guardian filing request:	
Address:	
City, State, & Zip:	
Home Phone #: Other Phone #:	
Email Address:	
The decision in question is in the following area(s):	
Evaluation Eligibility Services	Family Cost Participation Fee
Confidentiality/Access to records Other (Explain)	
Description of the disagreement: (Additional pages may be attached)	

Rev. 7/2012

If you need to communicate in a language other than English, please indicate which language you normally use
□ Bosnian
□ Japanese
□ Russian
□ Somali
□ Spanish
☐ Vietnamese
☐ Other: