

TIPS FOR PARENTS WHEN ORGANIZING YOUR REPLY

Your reply to the district's response is optional, but is encouraged. If you choose to submit a reply please keep the following suggestions in mind:

- Address information in the district's response. If you think something is inaccurate or incorrect, tell us why.
- Address the issues identified in the complaint. If you think you have new issues, please contact the investigator assigned to your complaint to discuss whether you will need to file a new complaint or whether we can amend the current complaint to add the new issues.
- You do not need to provide us with copies of documents we already have (either from the district or from you). If you want to reference a document, clearly identify it and tell us what you want us to know about it.
- Remember that all written responses are provided to the district. Be factual, but neutral in your response.
- When organizing your reply, order it by issue if possible, and:
 - Address each issue separately. If repetitive, provide a reference to relevant information.
 - Do not send original documents, only send copies.
 - Use page numbers.
 - Do not use binders or folders.
 - Use paperclips, not staples, when bundling documents.
 - Do not use sticky notes or flags to identify something on a page.
 - Separate the sections of your reply. It is helpful for us when we copy the reply if you use a separate sheet of paper identifying an exhibit or appendix, rather than notebook dividers or tabs.
- If you have questions, please call the investigator assigned to the complaint.