



**SPECIAL EDUCATION CITIZEN COMPLAINT (SECC)  
CORRECTIVE ACTION PLAN (CAP) MATRIX**

Complaint No.: SECC No. 12-xx  
 School District: NAME School District  
 Decision Date: DATE

**INFORMATION TO BE PROVIDED BY SCHOOL DISTRICT:**

<b>CORRECTIVE ACTION ORDERED:</b> On DATE the District will provide documentation to OSPI that the following corrective actions have been completed.	<b>DUE DATE</b>	<b>ACTIONS TAKEN</b>	<b>DATE FILED WITH OSPI</b>	<b>VERIFIED BY OSPI</b>
<b>STUDENT SPECIFIC:</b>				
<b>DISTRICT SPECIFIC:</b>				

**NOTE:** For an electronic copy of this CAP matrix please e-mail Think Le at [Think.Le@k12.wa.us](mailto:Think.Le@k12.wa.us).