

, 2009

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Dear ###:

On ### (letter dated ##), the Department of Public Instruction received your complaint under state and federal special education law against the ### School District. Generally the department sends a copy of the complaint acknowledgement letter to the district and complainant when starting a complaint investigation. However, when the complainant is not the parent, we must have parent consent in order to share the acknowledgement letter, which is an education record, with the complainant. Enclosed, please find a release of information form which the parent(s) may sign and return to the department. Once we receive written permission, we will forward a copy of the letter sent to the district and will address the complaint decision to you and the district administrator once the investigation has been completed. The parent(s) will receive a copy of the letter initiating the complaint investigation.

Should you have any questions or concerns regarding this process, please contact ### at (608) ###.

Sincerely,

DIVISION FOR LEARNING SUPPORT:  
EQUITY AND ADVOCACY

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School Administration Consultant

Ack/###

Enclosure