

, 2009

RE: Case No. 09-###

###, District Administrator  
### School District

, Wisconsin 53

###(complainants)

, Wisconsin 53

Dear ### and ###:

On ###Date Letter Received## (letter dated ##Date of Letter##), a complaint was filed with the Department of Public Instruction (DPI) by ###complainant## against the ###School District. A copy of the complaint letter is enclosed. The complainant alleges violations of state and federal laws regarding the public agency's implementation of programs for children with disabilities. Specifically, it is alleged that the district ###. In investigating the issues in a complaint, the department determines whether a public agency has violated the requirements of laws relating to special education.

School districts and parents may use the Wisconsin Special Education Mediation System (WSEMS) to resolve disputes when the parties disagree over the identification, evaluation, or educational placement of a child or the provision of free appropriate public education (FAPE) to a child. When a complaint is filed and the parties agree to a timeline extension, the department may extend the timeline for investigation of the complaint, pending the outcome of the mediation process. (Comment to 34 CFR 300.661).

On ###Date mediation requested#, the complainant ##and the school district ##jointly requested mediation services from the WSEMS. The parties agreed to extend the timeline for the complaint pending mediation. The department will extend the timeline for its investigation. The department will issue a written decision concerning the complaint issue within sixty (60) days of the department's receipt of information from the district that the mediation process concluded, unless the complainant withdraws this complaint.

The department's decision in the complaint will be limited to the issue(s) identified above. If the complainant has any concerns regarding the statement of the issue(s), the complainant(s) should contact ###Consultant Name, School Administration Consultant, Special Education Team, at (608) ### within five working days.

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Following this investigation, the district and complainant will receive a written report addressing each allegation in the complaint and noting any areas in need of corrective action. If corrective action is needed, the public agency will be required to submit to the department a corrective action plan (CAP) within thirty (30) days of receipt of the department's report.

Should you have any questions regarding this complaint investigation, please contact ###Consultant Name at (608) 26###.

Sincerely,

DIVISION FOR LEARNING SUPPORT:  
EQUITY AND ADVOCACY

Stephanie J. Petska, Ph.D., Director  
Special Education

Med/###

Enclosure

cc: ###, School Administration Consultant, Special Education  
###, Director of Special Education, ### School District