

If you file a written complaint of this type, the department will assign a complaint investigator who must complete the investigation within 60 days. You will be given the opportunity to submit additional information, either orally or in writing about the allegations in the complaint. A written report will be issued to you and the district that addresses each allegation in the complaint and will contain findings of fact, conclusions of law and the reasons for the final decision. As appropriate, technical assistance activities or corrective actions may be assigned in order to achieve compliance with IDEA or state regulations.

**Due Process Hearing.** To resolve disputes between parents and school districts, both parties have the right to an impartial due process hearing. A due process hearing may be requested by you or by a student who is at least 18 years old but less than 22 years old. A hearing can be sought because of a disagreement concerning certain aspects of the student's educational program – that is, if the district proposes or refuses to initiate or change the identification, evaluation or educational placement of your child or the provision of a free appropriate public education. Complaints must allege violations that occurred not more than one year prior to the filing of the complaint.

The request for a due process hearing must be made in writing and **signed**. Send your request to the district special education administrator or superintendent and forward a copy to:

Special Education Dispute Resolution  
Alaska Department of Education & Early Development  
Teacher and Learning Support, Special Education  
801 West 10<sup>th</sup> Street, Suite 200  
P.O. Box 110500  
Juneau, Alaska 99811-0500

**Or fax to:** (907) 465-2806  
Attention: Special Education Dispute Resolution

A model form is included in this booklet. The form is also available from the district special education administrator or from the Department of Education.

Your hearing request must include:

- your child's name and address and the name of the school that your child is attending;
- a description of the problem, including specific facts about the problem;
- any suggestions you have for solving the problem, to the extent known at the time; and
- your request must be signed.

**Note:** The party requesting the due process hearing shall not be allowed to raise issues at the due process hearing that were not raised in the notice filed unless the other party agrees.