

**Example California Compliance Complaint**

Name  
Address  
Phone number

Date

Complaint Management and Mediation Unit  
Special Education Division  
California State Department of Education  
1430 N Street, Suite 2401  
Sacramento, CA 95814

Dear Sir or Ma'am:

This is a special education compliance Complaint. We believe that Name of District is out of compliance with federal and state special education laws.

Our son/daughter, Student's Name, attends Name of School in the \_\_\_\_\_ grade in Name of District. He/She receives special education services as a student with \_\_\_\_\_ (example: other health impairment due to ADHD)\_\_\_\_. We are having the following problems with our school district.

1. (For example: Will not hold an IEP meeting after we requested it in writing.)
2. (For example: Will not provide the services specified in the IEP document.)

We have enclosed a copy of our child's IEP and all other relevant documents.

In order to resolve these complaints, we are asking that the State require the Name of District to abide by the laws as set forth by the State of California and IDEA. We request an immediate investigation and resolution, as our child cannot afford to wait for these services.

Thank you for your assistance.

Sincerely,

Name  
Mother

Name  
Father

cc: \_\_\_\_\_, School Principal  
\_\_\_\_\_, Director of Special Education  
\_\_\_\_\_, Superintendent

Enclosed: \_\_\_\_\_