



Request for Special Education Nonpublic Agency Complaint Inquiry Form

A Nonpublic Agency (NPA) is an entity authorized by OSPI under Chapter 28A.300 RCW, to contract with a school district to provide a program of special education services for students whose special education needs cannot be met by their resident school district.

For an inquiry into an authorized NPA school/facility to occur, the complaint must allege violation(s) of one or more of the following:

- Be connected to the Program Authorization Requirements under RCW [Section 28A.300.690](#);
- Be connected to the Placement and Education of Students (e.g., providing a program of basic education, remaining free from sectarian influence, and adherence to Washington state rules and regulations regarding the rights of a student eligible for special education services);
- Be connected to the Operational Requirements under RCW [Section 28A.155.060](#).

Complaints against authorized NPAs may not occur under the following circumstances:

- Inquires that seek advice or clarification regarding parental rights;
- Anonymous correspondence;
- Allegations that fall under the provision of special education and related services and a denial of free appropriate public education (FAPE) (these will be referred to the OSPI Special Education Community Complaint process).

SECTION ONE: Agency Information	
Name of the NPA	
Agency Address	

SECTION TWO: Your Information		
Name	Phone Number	Email
Address		
Relationship to Student:		
<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Advocate	<input type="checkbox"/> District Personnel
<input type="checkbox"/> Other (Explain) _____		

SECTION THREE: Student Information

Name	Grade	Disability Category
State Student Identifier (SSID# – if known)	Gender (optional)	Race/Ethnicity (optional)
Is the student currently attending the NPA school/facility?		
Home/Resident District responsible for providing FAPE (if known)		

SECTION FOUR: Alleged Violation

Describe the alleged violation(s) and supporting facts. Please include significant dates and details.

What documents support your allegation? Include letters from the school district or NPA, emails, or other documents that may help show what happened and what you believe the NPA did wrong. You are encouraged but not required to attach relevant documents.

Digital or Original Signature

Printed Name

Date

Make sure to sign and print your form. Once completed, email to npas@k12.wa.us and to your local school district.

SECTION FIVE: NPA Request for Review Instructions

Accommodations: If you need accommodations to complete this form, or to request a format that is more accessible to you, please contact 360-725-6075 or npas@k12.wa.us.

Please send a copy of your complaint to OSPI and the school district at the same time. You can find school/agency contact information in the [Special Education Directory](#).

Your complaint must include your signature. A signature is required by Washington state special education regulations.

Did this happen within the past year? OSPI may only investigate special education allegations that occurred within one year from the date your complaint is received. For example, if we receive the complaint on October 1, 2024, we can investigate a period starting on October 2, 2023.

For more information on the steps and timelines included in the NPA complaint process, see: [Overview of the NPA Complaint Inquiry Process](#).

Information shared during the complaint investigation: OSPI may share any documentation provided by the district and/or NPA with the parent/complainant and any information shared by the parent/complainant with the district and/or NPA as part of the investigation. If the complainant is not the parent/guardian of the student in the complaint, OSPI requires a release of information, signed by the parent, before any personally identifiable information about a student is shared.

Demographic Data: OSPI strives for inclusion and practices that close opportunity gaps. If you voluntarily provide information about your child's disability condition, the race and ethnicity of your family members, and the gender identity of your student, we will keep your confidential information private and use it only to identify trends in our state. We use this information in aggregate, without linking it to any individual student or family, to continuously improve our guidance for Washington schools and to improve our processes that support the rights of students and families. OSPI does not, as a matter of course, share information (e.g., emails and special education documents) provided to OSPI during a complaint process with other individuals, entities, or federal or state agencies.

Public Records Request: Members of the public may request to access such information under Washington state's Public Records Act, but in the event such a request is made, several "exemptions" exist. In other words, there are several types of information that members of the public will **not** be able to access. Importantly, the following information will **not** be provided by OSPI in response to a public records request:

- Information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. For example, information about your student's disability or race and ethnicity.
- Personal information for the family members or guardians of a student if the information would result in disclosure of the personal information of the student.
- Emergency contact information of family members or guardians.

For additional information on public record requests, please refer to these resources:

- [OSPI Public Records Request](#)
- [OSPI Public Records Exemption Codes](#)
- [WA Office of the Attorney General: Obtaining Records](#)