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Request for Special Education Community Complaint (SECC)

(Use a different form to file for [Due Process](#))

This form is optional. Our office will use the information you provide to process your complaint. For more information about IEP process and student/family rights, see [OSPI, Special Education Dispute Resolution Website](#).

<p>Send to: Dr. Tania May Assistant Superintendent OSPI, Special Education PO Box 47200 Olympia, WA 98504-7200 Fax: 360-586-0247 speced@k12.wa.us</p> <p>Date Sent: _____</p>	<p>Also send to: The public agency or school district's special education director; and/or, the district's superintendent. Contact information for the district can be found in the Special Education Directory.</p> <p>A copy of this complaint may be provided via email, fax, or hardcopy. Below, please include the name of the public agency/school district and how a copy was provided.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date Sent: _____</p>
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Special Education Community Complaint Instructions

For assistance to complete this form, or to request a format that is more accessible to you, please contact the Office of Superintendent of Public Instruction, Special Education Division, at 360-725-6075 or speced@k12.wa.us.

You must send a copy of your complaint to OSPI and the school/district/public agency 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 the IDEA and Washington special education regulations.

Your complaint must include your name and contact information. The name and contact information of the parent or complainant is required. The name and contact information of the student is also required, if the complaint involves allegation with respect to a named student.

Section I: Student Information (Applicable for complaints related to a specific student(s))

OSPI strives for inclusion and practices that close opportunity gaps. If you voluntarily provide information about your child's disability condition, race, and gender, your confidential information is used only to identify overall trends in our state and to improve OSPI's guidance and dispute resolution processes. *If the complaint is about more than one student, please use an additional page.*

_____ Name of Student	_____ Student's Disability Condition (Optional)	_____ Grade, Race/Ethnicity, Gender (Optional)
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_____ Public Agency (Required)	_____ School Name (Optional)
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Section II: Complainant Information

Name

Primary Language (Optional)

Street Address

Preferred Mode of Communication (Optional)

City/State/Zip

Race/Ethnicity, Gender (Optional)

Contact Info: Phone or Email

**Relationship to the student
(parent/guardian/other) (Optional)**

X Your Signature

Date

Section III: Allegations – What do you believe the agency/district/school did wrong?

A. Your Statement of the alleged violation(s):

You do not need to know the specific law that may have been violated, but please clearly describe what you believe the agency/district/school did wrong, like: "The teachers are not following my child's IEP." Please attach pages if you need more space to write. 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, 2021, we can investigate a period starting on October 2, 2020.

I believe the school violated special education law by:

B. Facts about your allegation:

Please include specific dates, times, and any other relevant details about what happened.

C. What documents support your allegation? (Optional)

Letters from the school, the student's evaluation and IEP, notices, and other documents may help show what happened and what you believe the school did wrong. While you are encouraged to attach these documents, it is not mandatory.

D. What would you like to happen?

Please explain what action or remedy you would like to see if OSPI determines that the school has violated a student's rights.

Special Education Community Complaint Information

Is this related to something other than special education services?

If your complaint is related to discrimination or a student's rights under Section 504 of the Rehabilitation Act, please contact the Office for Civil Rights at 1-800-421-3481, or OSPI's Equity & Civil Rights Office at 360-725-6162. Questions about professional conduct should be directed to the Office of Professional Practices (OPP) at 360-725-6130.

Information shared during the complaint investigation

Washington special education regulations require OSPI to share any documentation provided by the district with the parent/complainant and any information shared by the parent/complainant with the district 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 will be shared. For more information on the complaint process, see: [Overview of the Complaint Process](#).

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 the SECC investigation process with other individuals, entities, or federal or state agencies.

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 child'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](#)