**KNOW YOUR RIGHTS!**

A parent of a child with a disability or any other individual who believes a school district or local education agency (LEA) is not following state or federal laws or regulations related to the Individuals with Disabilities Education Act (IDEA), may file a formal complaint with the California Department of Education (CDE).

* The complaint must be in writing, signed, and sent to the CDE, Special Education Division (SED) Complaint Resolution Unit (CRU).
* A copy of the complaint must also be sent to the school district (public agency) or LEA (34 CFR Section 300.153(d).
* The complaint must allege a violation of special education laws and regulations that occurred not more than one year before the date the complaint is received by the CDE, SED, CRU.
* CALL:
	+ Toll-free Help Line: 800-926-0648; Weekdays, 9:00 a.m. to 4:00 p.m.
* DOWNLOAD complaint form:

(<https://www.cde.ca.gov/sp/se/qa/documents/sedcomplaintform.pdf>)

* MAIL completed form to:
	+ California Department of Education,
	+ Special Education Division – Complaint Resolution
	+ 1430 N Street, Suite 2401, Sacramento, CA 95814-5901
* FAX completed form to: 916-327-3704
	+ (Attention: Complain Resolution
* ADDITIONAL CONTACTS
	+ Kishaun Thorntona, Education Programs Consultant
		- Telephone: 916-916-327-3513
		Fax: 916-327-8878
	+ Shirley Sekeres
		- 916-445-7336 or SSekeres@cde.ca.gov
	+ Donna DeMartini, Head of the SpEd complaint department:
		- 916-445-4632 or DDemartini@cde.ca.gov

CALIFORNIA DEPARTMENT OF EDUCATION SPECIAL EDUCATION DIVISION

REQUEST FOR COMPLAINT INVESTIGATION –

<https://www.cde.ca.gov/sp/se/qa/documents/sedcomplaintform.pdf>