



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

July 24, 2013

Representative Ellen Cogen Lipton
MI House of Representatives
P.O. Box 30014
Lansing, Michigan 48909-7514

Dear Representative Lipton:

The Office of Special Education (OSE) received your potential complaint on July 23, 2013. The OSE is unable to accept it as a formal complaint or begin an investigation at this time because it does not contain all the elements required by the Individuals with Disabilities Education Act (IDEA).

The items listed below are required for a complaint, by Section 300.153 of the final regulations implementing IDEA and Rule 340.1851 of the Michigan Administrative Rules for Special Education (MARSE). The items checked were not included in your submission.

All state complaints must include:

- A statement that a public agency has violated a special education requirement of Part B of the IDEA or the MARSE.
- The facts supporting the statement alleging a violation.
- The complainant's signature.
- Contact information for the complainant.

State complaints alleging violations with respect to a specific child must include:

- The name of the student and the address of residence of the student.
- The name of the school and school district the child is attending.
- A description of the nature of the problem of the child, including facts relating to the problem.
- A proposed solution of the problem to the extent known and available to the party at the time the complaint is filed.

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In case of a homeless child or youth, within the meaning of Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)):

_____ Available contact information for the child, and the name of the school the child is attending.

If you wish to proceed with your complaint, please resubmit it with the required information, including the items checked above. A copy of the Model State Complaint Form is enclosed to provide assistance in filing the complaint. You do not have to use the form. However, you must include all the information identified on the form.

If you have any questions, please contact me at (517) 373-0924.

Sincerely,



Sheryl Diamond, Supervisor
Program Accountability
Office of Special Education

SD/jam

Enclosures [complainant's copy only]

c: John Covington