Early Dispute Resolution:

You might need help if you:

- Read about parent rights, but were told something different
- Think the IEP isn't working, but don't know what to do next
- Tried to fix the problem with your school but couldn't find a solution
- Have questions or feel unsure about what steps to take

Other Options:

State complaints are not the only way to resolve disputes:

- Contact the ND Department of Public Instruction, Office of Special Education at 1.866.741.3519 or 701.328.2277
- Ask the local special education unit for assistance
- Get early help from Pathfinder Services of ND
- Ask for a Facilitated IEP
- Ask for Mediation
- Consider a Due Process Hearing

Dispute Resolution in North Dakota

Using the ND State Written Complaint Process to Resolve Disputes

Important:

This brochure does not have all the details about the mediation process. For the full information on the NDDPI IDEA Special Education Written State Complaint process, visit:
https://cadreworks.org/sites/default/files/Written%20State%20Complaints%20Parent%20Guide_Updated%20sep23.pdf

Contact Us!

701-837-7500

info@pathfinder-nd.org

http://pathfinder-nd.org

PO Box 758, Minot, ND 58702

IDEAs that Work
U.S. Office of Special Education Programs

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PATHFINDER SERVICES OF NORTH DAKOTA

What is a Written Complaint?

Sometimes you might not agree with a decision about your child's special education or think your child isn't getting the services in their IEP.

If this happens, you can:

- Try to solve the problem at your local school
- Think about what your child needs, not just what you want
- Write to your Special Education Director to share your concerns
- Ask for a meeting to talk about your concerns and be open to working with others

How Do I File a Written Complaint?

Follow these steps:

- Write your complaint in a letter or use the state form. Be sure to date it.

https://www.nd.gov/dpi/sites/www/files/documents/SFN%20Forms/SFN58618.pdf

- Clearly say which part of the law (IDEA) the school did not follow.
- Explain what the school did or did not do that caused the problem.
- Give facts, including dates and details about the problem.
- Include the student's name and address, the school they attend, and your contact information.
- Say what you think should happen to fix the problem.
- Add any papers or documents that support your complaint.

Sign and send the completed state form or a letter with documents to:

ND Dept. of Public Instruction
Office of Special Education
600 E. Blvd. Ave., Dept. 201
Bismarck, ND 58505-0440

What Happens Next?

Here's what to expect:

- Both you and the school will be told when your complaint is received.
- The school will have a chance to write a formal response.
- If you agree with a solution the school offers, you can cancel the complaint by writing to say so.
- The NDDPI will talk to people, send letters, look at records, or visit the school to check.
- You will get a report with the results. The report might say:
  - No problems were found
  - Problems were found
  - The problem was fixed
- If problems were found, the school must fix them quickly.