

**SAMPLE LETTER TO ASSIST PARENTS IN FILING A COMPLAINT  
REGARDING SPECIAL EDUCATION REQUIREMENTS**

**Date:** \_\_\_\_\_

**To:** Director, Iowa Department of Education  
Grimes State Office Building  
Des Moines, IA 50319-0146

**Dear Director:**

I believe the following agency or agencies have violated a requirement of Part B of the Individuals with Disabilities Education Act of 2004.

**Name(s) of agencies:** \_\_\_\_\_

This violation is with regard to a specific child.

**The child's name is:** \_\_\_\_\_

**The child's address is:** \_\_\_\_\_

**The school the child is attending is:** \_\_\_\_\_

The nature of the problem and facts relating to the problem are as follows:

The problem described occurred less than one year before the filing of this complaint.

Based on my knowledge at this time, I propose that a resolution to this problem should include following:

I can be contacted at:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Other method of contact: \_\_\_\_\_

Signed by: \_\_\_\_\_