

CNMI PUBLIC SCHOOL SYSTEM
EARLY INTERVENTION
PROGRAM
Filing a Complaint or Due Process Complaint

To: CNMI Public School System/ Early Intervention Program

Date: _____

From: _____

If **Complaint**, name of person or organization filing the complaint

If **Due Process Complaint**; Must be Parent or PSS Representative filing the complaint

The Purpose of this letter is to file a Compliant OR Due Process Complaint

<i>Name of Child:</i>	<i>DOB:</i>
<i>Initial Service Date (When the child first received Early Intervention services) :</i>	
<i>Name of Early Intervention Services provider serving the child:</i>	

Filing a Complaint: <i>A statement that the PSS or other public agency has violated a requirement of Part C of the IDEA or its regulations:</i>		
<i>The Facts on which your statement is based:</i>		
<i>A description of the problem, including facts relating to the problem:</i>		
<i>A proposed resolution of the problem to the extent known and available to you:</i>		
Filing a Due Process Complaint: <i>A description of the nature of the problem of the child relating to the proposed or refused action, including facts relating to the problem:</i>		
<i>Phone Numbers where you can be reached:</i>	<i>Home/Cell Phone #</i>	<i>Work:</i>
<i>Home Residence and Mailing Address:</i>		
<i>Signature:</i>	<i>Relationship to the Child:</i>	

Received By: _____

Date: _____

This form follows the minimum requirements as set forth by §303.434 *Filing a Complaint* of the Individuals with Disabilities Education Act. Under §303.434C, complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received in accordance with §303.432.