**IDEA FORMAL COMPLAINT  
DISTRICT SELF-INVESTIGATION TEMPLATE***Note to District: If the District decides to conduct a self-investigation, the District’s Findings of Fact and Conclusions of Law must be submitted using this template. Information highlighted in yellow, either provides guidance in completing the document, or provides a prompt where information should be entered by the District. Instructions and guidance statements are written in italics. Please remove all highlighting and statements in italics from the document prior to submitting the report to KDE.*

**REPORT OF FINDINGS**

|  |  |
| --- | --- |
| **PERTINENT INFORMATION** | **COMPLAINT SPECIFIC INFORMATION** |
| Agency Complaint Number: | 1617-C-\_\_\_ *Found on correspondence from KDE related to the complaint.* |
| School District: | Name of District |
| Student Name: | Student’s name, hereafter referred to as Student |
| Student Age | Insert current age |
| Student Grade | Insert current grade |
| School Currently Attending | Name of School |
| Parent/Guardian Name(s) | Parent’s name, hereafter referred to as Parent |
| Name of Complainant (If different from Parent) | Complainant’s Name, hereafter referred to as Complainant *This field should be completed only if a person other than the official Student’s Representative is the individual filing the formal complaint. If not used, this row can be deleted from the report.* |
| Date Self-Investigation Submitted to KDE: | Month/Day/Year  *Example: September 1, 2016* |
| Name/Title of Person(s) Conducting the District Self-Investigation: | * Name, Title   *Example: John Doe, Director of Special Education* |
| Investigation Activities: | *Briefly describe the process by which the District conducted the self-investigation.* |

**EVIDENCE CONSIDERED:**

1. *A listing of all documents used by the District in conducting the self-investigation must be listed here. This includes notes taken for interviews conducted.*
2. *Documents used as part of the District’s complaint investigation should be numbered*
3. *Remember to submit any other documents requested by KDE in the initial letter that may not have used by the District in completing the self-investigation*
4. *All documents used in the district’s self-investigation must be appended to the Report of Findings and should be numbered to match this section of the report.*

**WITNESSES INTERVIEWED:**

* *Proper names shall not be used in the report. This includes people, school names, agencies or facilities.*
* *Examples: Student’s special education teacher, Student’s general education teacher, ARC Chairperson, District Administrative Staff, School Administrator, School Psychologist, etc.*

**ALLEGATIONS/ISSUES:**  *To be taken from initial notice letter from KDE to District and Complainant*

| **Allegation** | **Regulatory Citations** | **Basis of Complainant’s Allegation** |
| --- | --- | --- |
| **Issue #1:** |  |  |
| **Issue #2:** |  |  |
| **Issue #3:** |  |  |
| **Insert or delete rows as needed.** |  |  |

**FINDINGS OF FACT (ISSUE #1):**

1. *All allegations/issues must include numbered findings of fact.*
2. *Each number shall include one fact related to the Conclusion of Law.*
3. *All Findings must support the Conclusion of Law. If a Finding does not do this, then it should not be included.*
4. *Do not use proper names in the report. Example: say Student, Parent, school staff, etc.*

**CONCLUSIONS OF LAW (ISSUE #1):**

1. *The conclusion shall report the District investigator’s determination of whether an IDEA violation has occurred.*
2. *Only evidence presented during the investigation and listed in the findings of fact should enter into the District’s decision.*

**FINDINGS OF FACT (ISSUE #2):**

1. *Numbering picks up where previous Findings of Fact left off.*

**CONCLUSIONS OF LAW (ISSUE #2):**

1. *Conclusions start with new numbering each time.*

**FINDINGS OF FACT (ISSUE #3):**

1. *Note that the numbering picks up from the previous issue.*

**CONCLUSIONS OF LAW (ISSUE #3):**

1. *Insert conclusions here.*
2. *If there are more issues, continue using the same*

**ADDITIONAL FINDINGS:**  *Delete this section if no additional findings exist.*

*In the event the District finds additional IDEA violations during the investigative process, the District has the opportunity to self-identify the violations and may propose corrective action for DIMR to consider.*

**ADDITIONAL FINDINGS OF FACT:** *Delete this section if not applicable.*

1. *Additional Findings, if any, go here. Follow the standards set above. If there are no additional findings delete this section.*

**ADDITIONAL CONCLUSIONS OF LAW:** *Delete this section if no additional findings and conclusions exist.*

1. *Additional conclusions go here if applicable.*

**DISTRICT’S PROPOSED RESOLUTION TO RESOLVE FORMAL COMPLAINT):**   
*Optional Section – The District may delete this section if it does not wish to propose a resolution for the complaint for DIMR to consider.*

1.

2.

3.