Formal Complaint Procedure

A complaint alleging a violation of special education laws or regulations is received by the Kansas State Department of Education (KSDE)

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A courtesy letter acknowledging receipt is sent to complainant and local education agency (LEA)

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Investigation by KSDE.
Interview with the complainant and LEA (may or may not include onsite visit)

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Written Report of Findings Within 30 Days, unless exceptional circumstances
Contains corrective actions if a violation is substantiated and timelines for completion, mailed to complainant and LEA

IF
corrective actions are accepted and completed by the LEA, then notice of completion is given to the LEA and the complainant

IF
no appeal and no corrective actions

IF
Appealed

Commissioner of Education ATTN: Special Education & Title Services
- Either party may file an appeal within 10 days from the date of the report
- Review completed by 3 KSDE staff within 15 days from the date the appeal is received
- Report issued in 5 days

Report Complete Complaint File Closed