

SPECIAL EDUCATION SERVICES, cont. . .

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APPEALS PROCEDURE

1. Parents may contact the Oklahoma Parents Center for information on federal and state laws that guarantee a child's right to a Free Appropriate Public Education (FAPE) and parental rights and responsibilities.
2. Formal complaints should be filed with the Local Educational Agency (LEA) or the Oklahoma State Department of Education (OSDE). Complaints to the LEA should be addressed to the superintendent or administrator of the school district. Complaints to the OSDE should be addressed to the superintendent or administrator of the school district. Complaint Forms can be downloaded from the website: <http://ok.gov/sde/dispute-resolution/>
3. Assistance regarding complaints can also be provided through Special Education Services Division by calling (405) 521-3351.
4. Complaints must be written and include:
 - how the LEA has violated a requirement under Part B of IDEA;
 - the basic facts which lead to the belief that the law has been violated;
 - the complaint must allege a violation that occurred not more than one year prior to the date the complaint is received by the LEA or OSDE;
 - complaints pertaining to a specific child with a disability that include the child's name, date of birth, and current educational status; and
 - the signature of person(s) filing the complaint.
5. Special Education Services encourage parties to resolve disputes at the earliest stage possible. Mediation regarding AT issues is available at any time a dispute arises. Neutral trained mediators are available at no cost to either party.
6. A parent or a school may initiate a due process hearing to resolve a dispute regarding the proposal or refusal to initiate or change the identification, evaluation or educational placement of a child or the provision of a FAPE to a child. A parent's request for a due process hearing must be in writing, signed and addressed to the local school administrator and include: child's name; date of birth; current grade or class placement; established or purported disability; and the reason for challenging identification, evaluation, placement, or appropriateness of the education for the child. A copy of the request must also be mailed to:

Attention: Due Process Hearings
Special Education Services
Oklahoma State Department of Education
2500 N Lincoln Blvd.
Oklahoma City, OK 73105-4599
7. The hearing officer's decision will be final and binding unless a request is made to appeal the decision. Either the parent or the school may initiate an appeal of the hearing officer's decision. Appeals must be initiated in writing to the State Department of Education, Special Education Services. Impartial appeals officers conduct the reviews.