



Parent State Complaint Prep Packet

A strong state complaint is built on **dates + documents + evidence**.

This checklist helps you organize everything so we can tell a clear story, prove what happened, and request meaningful corrective action.

If you do not have every item, that is okay. Send what you have.

Step 1: Your Child's Basics

- Student full name
 - Date of birth
 - Grade level
 - School building name
 - District name
 - AEA name (if you know it)
 - Parent name, phone, email
 - Home address
 - Primary disability category (if already eligible)
 - If not eligible, suspected needs or diagnoses (your words are fine)
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Step 2: The “Big 6” Documents

- Current IEP (or most recent IEP)
- Any IEP amendments or revisions
- Most recent Prior Written Notice (PWN)
- Most recent evaluation reports (school and AEA)
- IEP progress reports (most recent)
- Written parent concerns you have sent to the school (emails or letters)

If your child has a 504 plan instead of an IEP

- Current 504 plan
- 504 meeting notes and any letters of refusal



Step 3: Your Timeline Notes

(This is the secret weapon. A complaint is a timeline.)

Please write a simple timeline using this format:

Date: _____
What happened: _____
Who was involved: _____
What you asked for: _____
What the school did or said: _____
What impact it had on your child: _____

- Include the date you first raised the concern
- Include the date the school responded
- Include the date of any meeting
- Include the date of any refusal
- Include the date services were missed or problems continued

Step 4: Proof of Your Requests (Very Important)

Please send screenshots or PDFs of communication showing you asked for support.

Common examples

- Request for an IEP meeting
- Request for an evaluation or reevaluation
- Request for accommodations
- Request for behavior support, FBA, BIP, safety plan
- Request for service minutes to be delivered
- Request for data, progress monitoring, or behavior tracking
- Request for records
- Request for ESY consideration
- Request for help with attendance, transportation, or health plan

Also include the school's replies

- Any refusal
- Any delay
- Any "we don't do that" response
- Any response that ignores your questions



Step 5: Service Delivery Proof (IEP Implementation)

This section helps prove missed services or failure to implement.

- IEP service minutes page (speech, OT, PT, SDI, para support, etc.)
- Provider schedules or calendars (if you have them)
- Service logs or session notes (if provided)
- Emails about missed minutes or staffing issues
- Any statements like “we don’t have staff,” “we can’t cover,” “we are short”

If you suspect missed minutes, send any clues:

- Notes home showing services did not happen
- Lack of progress data
- Sudden grade drops
- Behavior escalation connected to missing supports

Step 6: Progress Data and School Performance

A strong complaint shows impact.

- IEP goal progress reports
- Progress monitoring graphs or data sheets
- Report cards and grades
- State assessment results (if relevant)
- Work samples
- Teacher notes about performance or behavior patterns

Step 7: Behavior, Safety, and Discipline (If Relevant)

- Incident reports
- Behavior logs, ABC data, documentation of triggers
- FBA and BIP (if any)
- Suspension records or discipline notices
- Manifestation determination paperwork (if it happened)



- Safety plan, elopement plan, crisis plan
- Restraint or seclusion documentation (if applicable)

Step 8: Meetings and Notices

- IEP meeting notices (date, purpose, who was invited)
- Attendance pages
- Meeting notes or summaries
- Any recordings or parent notes (if you took them)
- PWNs tied to the meeting decisions

Step 9: Medical or Outside Provider Info (Optional)

Only include what you want to share.

- Private therapy reports (OT, PT, SLP, mental health)
- Diagnoses or physician letters
- Recommendations for accommodations
- Vision or hearing reports
- Release of information forms (ROI) if the school talked to providers

Step 10: Your Goals

Tell me what success looks like.

- What are your top 3 concerns right now
- What you want the school to do differently
- What support your child needs to access education
- What outcome you want from a complaint

Examples of outcomes:

- Compensatory services
- Corrective action plan with deadlines
- Staff training and monitoring
- New evaluation



- Revised IEP with measurable supports
- Clear data collection and reporting plan

Upload Tips (So This Stays Organized)

If possible, label your files like this:

- 01 IEP and Amendments
- 02 PWNs and Meeting Notes
- 03 Evaluations
- 04 Emails and Requests
- 05 Service Delivery Proof
- 06 Progress Data
- 07 Behavior and Safety
- 08 Discipline
- 09 Outside Providers
- 10 Timeline Notes