**KNOW YOUR RIGHTS!**

A parent of a child with a disability or any other individual who believes a school district or local education agency (LEA) is not following state or federal laws or regulations related to the Individuals with Disabilities Education Act (IDEA), may file a formal complaint with the California Department of Education (CDE).

* The complaint must be in writing, signed, and sent to the CDE, Special Education Division (SED) Complaint Resolution Unit (CRU).
* A copy of the complaint must also be sent to the school district (public agency) or LEA (34 CFR Section 300.153(d).
* The complaint must allege a violation of special education laws and regulations that occurred not more than one year before the date the complaint is received by the CDE, SED, CRU.
* CALL:
  + Toll-free Help Line: 800-926-0648; Weekdays, 9:00 a.m. to 4:00 p.m.
* DOWNLOAD complaint form:

(<https://www.cde.ca.gov/sp/se/qa/documents/sedcomplaintform.pdf>)

* MAIL completed form to:
  + California Department of Education,
  + Special Education Division – Complaint Resolution
  + 1430 N Street, Suite 2401, Sacramento, CA 95814-5901
* FAX completed form to: 916-327-3704
  + (Attention: Complain Resolution
* ADDITIONAL CONTACTS
  + Kishaun Thorntona, Education Programs Consultant
    - Telephone: 916-916-327-3513  
      Fax: 916-327-8878
  + Shirley Sekeres
    - 916-445-7336 or [SSekeres@cde.ca.gov](mailto:SSekeres@cde.ca.gov)
  + Donna DeMartini, Head of the SpEd complaint department:
    - [916-445-4632](tel:(916)%20445-4632) or [DDemartini@cde.ca.gov](mailto:DDemartini@cde.ca.gov)

CALIFORNIA DEPARTMENT OF EDUCATION SPECIAL EDUCATION DIVISION

REQUEST FOR COMPLAINT INVESTIGATION –

<https://www.cde.ca.gov/sp/se/qa/documents/sedcomplaintform.pdf>