## Due Process Complaint Notice to Request an Impartial Hearing

## **Directions**

This form may be used to submit a due process complaint notice (also known as a request for an impartial hearing). However, use of this form is optional. All asterisked (\*) information is required. Make two copies of the completed form and submit as follow s:

If this form is <u>submitted</u> by the <u>parent</u>, send the original to the school district.

If this form is <u>submitted</u> by the <u>school district</u>, send the original to the parent.

In addition, send one copy to the New York State Education Department, Office of

\*Required information Page 1 of 3

Complainant Information

\*Required information Page 3 of 3