



COMPLAINT FORM

The goal of the Special Education/English Language Learners (ELL) Complaint process is to make sure students have the supports and services they need to succeed. To support this goal, we are asking you to tell us how the issue you are reporting affects student progress. **We also want to know if you are receiving the professional development you need and whether your Borough Field Support Centers and/or Superintendents are implementing Special Education/ELL requirements.** We will continue to use the information you provide to track trends and facilitate problem solving around Special Education/ELL issues.

Once we receive the complaint, UFT Liaison to the Division of Specialized Instruction and Student Support will review it. You will receive a call or an email to verify the information and obtain additional details including student-specific information. We will then work with you to determine the appropriate mechanism for resolving the issue. **We will not share your name or any information on this form with administrative, supervisory or managerial personnel in the Department of Education without your approval.**

QUESTIONS MARKED WITH A * ARE REQUIRED

NAME:* _____ DATE: _____
FIRST, LAST

POSITION/RELATIONSHIP TO CHILD:* _____ MOBILE/HOME PHONE:* _____

EMAIL ADDRESS (NON-DOE): _____ WORK PHONE:* _____

BOROUGH:* _____ DISTRICT:* _____

SCHOOL:* _____ YOUR CHAPTER LEADER:* _____

DID CALLER DISCUSS ISSUE WITH:

- Child's parents (or teacher if caller is parent) Chapter Leader Principal/Supervisor

AREA OF COMPLAINT *(check all that may apply):*

DO NOT PROVIDE STUDENT-SPECIFIC INFORMATION UNTIL REQUESTED

Special Education

- IEP Implementation
 - Special Class
 - Integrated Co-Teaching (ICT/CTT)
 - SETSS
 - Related Service _____
Specify
 - Paraprofessional Support
 - Test Accommodations
 - Behavior Intervention Plan
 - Other _____
- Staff member with IEP implementation responsibilities (general education teacher, special education teacher, cluster teacher, related service provider, paraprofessional):
 - Not provided access to IEP or copy of IEP
 - Not informed of IEP implementation responsibilities
- IEP Team Process (Team Meetings, Changes to IEPs, PWN, etc.)
- Child Find/ Referral
- Assessment/Evaluation
- Discipline

English language Learners

- Screening
 - Home Language Survey
 - Individual Interview
 - Students with IEPs
- Identification/Assessment
 - ELL Identification Assessment (NYSITELL)
 - Student with Interrupted/Inconsistent Formal Education (SIFE)
- Parent Orientation
- ELL Programs
 - Bilingual Education (required in schools where 15 or more grade-level students speak the same language in 2 contiguous grades)
- English as a New Language (formerly ESL)
 - Freestanding
 - Integrated
- Exit from ELL Status

Please provide a brief summary of the issue and tell us how the issue is affecting the progress of your student(s).

Please fax this form to Carmen Alvarez's office at (212) 260-3053.
If you wish to get in touch with Carmen Alvarez,
you may call her office (212) 598-9546 or you can send an e-mail to calvarez@uft.org.