



# SPECIAL EDUCATION COMPLAINT FORM

The goal of the special education 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 requirements.** We will continue to use the information you provide to track trends and facilitate problem solving around special education issues.

Once we receive the complaint, a 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:\* \_\_\_\_\_

### THE ISSUE HAS BEEN DISCUSSED 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**

- 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)
- Child Find/ Referral
- Assessment/Evaluation
- Discipline
- ELLs with IEPs

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

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**Please fax this form to MaryJo Ginese's office at (212) 254-5578.**  
**If you wish to get in touch with MaryJo Ginese, Vice President Special Education at Large you may call her office (212) 598-7706 or you can send an e-mail to [mginese@uft.org](mailto:mginese@uft.org).**