

# Early Intervention (*Early On*<sup>®</sup>) Due Process Complaint Procedures

The Michigan Department of Education (MDE) procedures regarding early intervention administrative due process hearings.

Revised June 2018

*Note: This document was updated with new phone numbers. No other content changes were made.*



**Michigan Department of Education  
Office of Great Start/Early Childhood  
Development and Family Education**



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## Early Intervention (*Early On*) Due Process Complaint Procedures

Frequently Used Abbreviations/Acronyms/Symbols	
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<b>ALJ</b>	Administrative Law Judge
<b>ECD&amp;FE</b>	Office of Great Start/Early Childhood Development and Family Education within the Michigan Department of Education
<b>ESA</b>	Educational Service Agency
<b>FAPE</b>	Free Appropriate Public Education
<b>FERPA</b>	<i>Family Educational Rights to Privacy Act</i>
<b>IDEA</b>	<i>Individuals with Disabilities Education Act</i>
<b>IFSP</b>	Individualized Family Service Plan
<b>ISD</b>	Intermediate School District; may also be called an educational service agency (ESA), a regional educational service agency (RESA), or a regional educational service district (RESD)
<b>LA</b>	Lead Agency
<b>LEA</b>	Local Lead Agency
<b>MAHS</b>	Michigan Administrative Hearing System; the state agency that conducts administrative hearings including Michigan Department of Education Special Education
<b>MARSE</b>	<i>Michigan Administrative Rules for Special Education</i>
<b>MDE</b>	Michigan Department of Education
<b>OSE</b>	Office of Special Education within MDE
<b>OSEP</b>	Office of Special Education Programs within the U.S. Department of Education
<b>R</b>	Rule
<b>RESA</b>	Regional Educational Service Area
<b>RESD</b>	Regional Educational Service District
<b>SEA</b>	State Educational Agency; MDE is the SEA and Lead Agency for Michigan
<b>SOD</b>	Statement of Delivery
<b>§</b>	Section

## Due Process Complaint Procedures

### 1. Delivery

- a. A due process complaint shall be delivered by hand, by mail, or by facsimile transmission (fax).
- b. A due process complaint must be delivered to the:
  - i. Other party (or parties), and
  - ii. Office of Special Education of MDE.
- c. If the other party (or parties) is a public agency, the due process complaint shall be delivered to:
  - i. The Superintendent, or
  - ii. The Special Education Director, or
  - iii. An Administrator (such as the Early Childhood Supervisor) of the public agency.

### 2. Statement of Delivery

The due process complaint delivered to OSE and the other party (or parties) must include an SOD describing the facts of delivery to the other party (or parties), including:

- a. If by mail, the person the complaint was addressed to and the date it was mailed.
- b. If by fax, the person the complaint was addressed to and the date and time it was sent.
- c. If in person, the date and place the complaint was delivered and the person to whom it was given.

### 3. Receipt of a Due Process Complaint by OSE

- a. A due process complaint is deemed to be "received" by OSE on the day it is received, excluding weekends, federal and state holidays, and days that the OSE office is closed.
- b. If the last page of the complaint is received after 5:00 p.m., it will be deemed to be received on the next day that the OSE office is open.

### 4. Constructive Receipt of a Due Process Complaint

For establishing a filing date, MDE will consider the complaint to have been received by the public agency as follows:

- a. If by mail, three business days after the SOD states that it was mailed.
- b. If by fax:
  - i. On the date stated in the SOD, if faxed before 5:00 p.m. Monday-Friday.
  - ii. On the next business day if faxed after 5:00 p.m. Monday-Friday.
  - iii. On the next business day if faxed on a day that the district is closed.
- c. If in person:
  - i. On the date stated in the SOD, if delivered before 5:00 p.m. Monday-Friday.
  - ii. On the next business day if delivered after 5:00 p.m. Monday-Friday or a day that the district is closed.

## **5. Documentation of Date of Receipt**

OSE and the other party (or parties) shall record the date that the due process complaint is received on the first page of the complaint.

## **6. Notification of Receipt of a Complaint**

- a. The “respondent” [the party (or parties) that is the subject of the complaint] shall notify OSE that a due process complaint has been received.
- b. The notification shall be done immediately, but no later than the next business day or day the public agency is open.

## **7. Date Filed and Sufficiency of Due Process Complaint**

- a. Final determinations regarding when a complaint is received or filed are made by the ALJ assigned to the case.
- b. Due process timelines begin the day after a complaint is properly filed.
- c. The due process complaint is properly filed the day after OSE and the other party receive a due process complaint that meets all the requirements of the IDEA regulations at § 300.508.
- d. Determinations regarding sufficiency of a due process complaint are made by the ALJ assigned to the case.

## **8. Minimum Information Required and Referral to MAHS**

OSE shall file the due process complaint and promptly forward it to the MAHS when the due process complaint, at a minimum:

- a. Identifies the child’s name;
- b. Identifies the party (or parties) that are the subject of the complaint;
- c. Is signed by the complainant; and
- d. Contains an SOD.

## **9. ALJ Decision—Implementation and Proof of Compliance**

The public agency shall implement the provisions of the final Decision and Order as ordered by the ALJ and provide proof of compliance with those provisions to OSE.

- a. Following the issuance of the final decision, OSE, along with ECD&FE, shall:
  - i. Provide a directive to the public agency identifying the required form and content of the proof of compliance to be provided by the public agency.
  - ii. The form and content of the proof of compliance directed by OSE shall be consistent with the requirements of the final decision.
  - iii. Provide a copy of the directive to the complainant.
- b. The public agency must submit the required proof of compliance within the timeline specified by the ALJ Order as directed by OSE.

## **10. Closure of the Due Process Complaint**

- a. MDE will close the due process case when final proof of compliance meeting the requirements in the ALJ order is received.
- b. MDE will notify all the parties and the ISD that proof of compliance has been received and the complaint is closed.

## **11. Resolution Session Summary Form**

When a due process complaint is filed, OSE will provide the public agency with a Resolution Session Summary Form.

- a. A representative of the public agency shall complete and submit a Resolution Session Summary Form for each due process complaint filed by or against the public agency (or agencies).
- b. The Resolution Session Summary Form must be submitted to OSE by:
  - i. Mail,
  - ii. Fax [identifying the case by district and Special Education Hearing (SEH) number only], or
  - iii. Email (identifying the case by district and SEH number only).
- c. The district shall submit the Resolution Session Summary Form:
  - i. Within fourteen (14) days after conclusion of the resolution session, or
  - ii. Immediately following the resolution of a due process complaint through mediation or other means, or
  - iii. Within 14 days after the resolution period has expired (30 days for a general due process matter, 15 days for an expedited due process matter).

## Appendix A: Glossary

<b>Allegation</b>	A statement describing how a public agency may have violated state or federal special education rules and regulations.
<b>Complainant</b>	The person or organization filing the due process complaint.
<b>Decision/Order</b>	The report that is issued by the ALJ following a full hearing. The report includes which party (the parent or the public agency) that the ALJ finds in favor of and what the public party must do if the decision is in favor of the parent (on behalf of the student).
<b>Evidence</b>	Documents, objects, pictures, and verbal statements.
<b>Lead Agency</b>	The LA for Michigan is the SEA—MDE.
<b>Mediation</b>	A voluntary process in which an impartial third-party mediator assists and facilitates the parties in reaching a mutually acceptable resolution of the dispute.
<b>Operating District</b>	The district that operates the program or services on behalf of the resident district or the public school academy (PSA).
<b>Parent</b>	Refer to MARSE rule R 340.1701b(e) for a detailed definition of “parent.” As defined by MARSE, “parent” includes: <ul style="list-style-type: none"><li>• A biological or adoptive parent; a foster parent (unless otherwise prohibited from acting as a parent).</li><li>• A guardian (including a grandparent, stepparent, or other relative with whom the child lives) authorized to make general or educational decisions (but not the state if the child is a ward of the state).</li><li>• A surrogate parent who has been appointed in accordance with R 340.1725f.</li><li>• A person(s) identified by a judicial decree.</li></ul>
<b>Public Agency</b>	A public agency includes: the SEA, LA, LEAs, ESAs, and any other political subdivisions of the state that are responsible for providing education to children with disabilities.
<b>Remedy for Denial of Services</b>	As part of a corrective action/ALJ order that may order compensatory services and/or reimbursement for services paid for by the parent.
<b>Resident District</b>	The district where the student resides.
<b>Resolution Period</b>	The time period allowed by IDEA for the parties to resolve a due process complaint before a hearing is scheduled.



<b>Resolution Session (Meeting)</b>	A required meeting between the public agency and the parent, after a due process complaint has been filed, to attempt to resolve the complaint without a hearing.
<b>Respondent</b>	The party (or parties) that is the subject of the complaint, or who the complaint is filed against.
<b>SEA</b>	State educational agency; MDE is the SEA for Michigan.
<b>SOD</b>	Statement of Delivery; a statement in the complaint describing the facts of delivery to the other party, identifying the method of delivery, the date of delivery, and the name of the person to whom the delivery is addressed.

**Appendix B: Model Due Process Complaint/Request for Hearing Form  
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Michigan Department of Education  
 Office of Special Education  
 608 W. Allegan Street  
 Lansing, MI 48909  
 Telephone: 517-241-7075  
 Toll Free: 888-320-8384  
 Fax: 517-241-7141

**Model Due Process Complaint/Request for Hearing Form**

**PURPOSE:** This model form may be used to submit a request for a due process hearing to resolve a disagreement about the identification, evaluation, eligibility, educational placement, or manifestation determination of a student, or regarding the provision of a free appropriate public education for a student under the *Individuals with Disabilities Education Act* (IDEA).

**INSTRUCTIONS:** Complete this form and mail, fax, or hand-deliver it to the Michigan Department of Education (MDE), Office of Special Education (OSE) at the address above. You must also provide a copy to the school district(s) that the due process complaint is against. The complaint will not be filed until MDE and the district(s) have received a copy of the complaint. The use of this form is not required; it is provided to assist in filing a state complaint.

**Note: The \* indicates required information. This information must be provided whether you use this form or any other format. Complaints that do not have all required information will NOT be filed and will be returned to the complainant.**

<b>Complainant Contact Information</b>				
*Name				
*Address		Telephone Number(s):		
		Email address:		
<b>Student Information</b>				
*Name of Student		Age:	Date of Birth:	Grade:
*Address of Student (or contact information if student is homeless):				
Name of Parent or Guardian (if other than the person filing the complaint):			Resident District:	
<b>School Information</b>				
*Name of the School the Student Attends:		Name of the District(s) the Complaint is filed Against:		

**Appendix B: Model Due Process Complaint/Request for Hearing Form  
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**\*Problem and Facts**

What is the nature of the problem that relates to the student's special education program and what are the facts that relate to the problem? Include dates, if known. (Attach additional pages if necessary.)

**\*Proposed Resolution**

Briefly explain how you think the issue should be resolved. (Attach additional pages if necessary.)

**\*Statement of Delivery**

Check one of the boxes below and fill in the information below the selected box.

**A copy of this due process complaint was sent to the district(s) by mail:**

Addressed to: \_\_\_\_\_ Date mailed: \_\_\_\_\_  
(Name of Person)

**A copy of this due process complaint was sent to the district(s) by fax:**

Addressed to: \_\_\_\_\_ Date mailed: \_\_\_\_\_  
(Name of Person) Time Sent: \_\_\_\_\_

**A copy of this due process complaint was delivered to the district(s) in person:**

Addressed to: \_\_\_\_\_ At: \_\_\_\_\_  
(Name of Person) (Place it was delivered)  
Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Date

**Appendix B: Model Due Process Complaint/Request for Hearing Form  
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**MEDIATION**

***The Michigan Department of Education (MDE) encourages parents and districts to resolve disputes through information dispute resolution processes, including mediation.***

Mediation is a voluntary process. A trained, impartial mediator assists the parties in reaching a mutually acceptable resolution of the dispute between the parties. Mediators are not affiliated with any local school district nor do they represent any of the parties in a complaint. Discussions during mediation are confidential.

MDE provides mediation services at no cost to the complainant or the district if they use the Michigan Special Education Mediation Program (MSEMP). The MSEMP is funded by an MDE grant.

If you are interested in resolving a complaint through mediation or informal resolution, MDE will, with your consent, forward your name and telephone number to MSEMP. MSEMP will contact you to tell you more about mediation and other alternative dispute resolution options. If you choose to participate in mediation, MSEMP will contact the district to determine if the district agrees to participate in mediation. If so, MSEMP will make the arrangements and schedule the mediation meeting(s).

If you and the district agree to participate in mediation after a due process complaint has been filed, the hearing timeline may be extended until the mediation process is completed. If the issue is resolved through mediation, the complaint will be withdrawn or dismissed. If the issue is not resolved, MDE will proceed with the due process hearing.

For more information about mediation and informal dispute resolution, see MDE Special Education Due Process Complaint Procedures or contact MSEMP at 833-KIDS1ST (833-543-7178) or the [MSEMP website](http://msemp.cenmi.org) (<http://msemp.cenmi.org>).

***Please provide the information below and sign your name if you want MSEMP to contact you to tell you about mediation and other informal dispute resolution options.***

I am interested in resolving the complaint against the \_\_\_\_\_ school district/public school academy through mediation or informal resolution.

I give MDE permission to forward my name and telephone number to MSEMP.

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

**FOR MDE USE ONLY:**

Case # \_\_\_\_\_ Date Filed \_\_\_\_\_ Administrative Law Judge \_\_\_\_\_