



# DEPARTMENT OF EDUCATION

## Special Education State Complaint Form

K. ERIK SWANSON, Ph. D.  
Superintendent of Education

For DOE Use Only:  
Case # Assigned: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Due Date: \_\_\_\_\_

An individual or organization may file a signed written complaint. Please submit any request for a state complaint investigation to the **Compliance Monitoring Office** (CMO) for the Guam Department of Education. The alleged violations may not be older than one year (365 days) from the date the complaint is received by the CMO.

You may either use this form or submit a letter that includes the required information below, including your signature. If you need assistance filing a complaint, please contact Parent Services at the Division of Special Education at 671-300-1321. For any other questions or concerns, you may contact CMO at 671-300-1327/24.

*\*Asterisked items are optional, and not required.*

GENERAL INFORMATION		
Name of Individual Filing the Complaint:	Email:	Phone:
Address (Street, City, State, Zip Code):		
*Preferred Method of Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail	*Relationship to the Child:	
STUDENT INFORMATION (required if alleging violations regarding a specific child)		
Name of Child:	*Date of Birth:	*Grade:
Address: (if different from the Complainant) In case of homeless youth, provide contact information.		
School Child is Attending:		
<b>DESCRIPTION OF THE PROBLEM:</b> Provide a description of the specific issues related to the alleged violation(s) of Part B of the Individuals with Disabilities Education Act (IDEA). Include statements of fact and dates relating to the alleged violation(s). The alleged violation(s) must have occurred <u>within the last 12 months</u> . <i>You may attach additional pages if needed.</i>		

**PROPOSED RESOLUTION:** Please provide your suggestions for resolving the alleged violation(s).

**SIGNATURE**

Signature of Complainant:	Date Signed:
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**Submission of Complaint:** The signed and completed complaint may be submitted:

- via Hard copy to:  
**The Compliance Monitoring Office**  
Guam Department of Education  
Tiyan Headquarters Room 201
- via Email:  
[cmo@gdoe.net](mailto:cmo@gdoe.net)

*The Guam Department of Education takes precautions to maintain the confidentiality of personally identifiable information; however, email communications are not always secure and may be read by individuals who are not the intended recipients. By completing this sample form & emailing it to the Guam Department of Education you acknowledge that you understand the potential risks and are voluntarily communicating by email.*

- via Mail:  
Compliance Monitoring Office  
Guam Department of Education  
501 Mariner Avenue  
Barrigada, Guam 96913