



DEPARTMENT OF EDUCATION

Special Education Due Process Hearing Request

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

For DOE Use Only:
Case # Assigned: _____
Date Received: _____
Due Date: _____

A parent or school district may file a due process hearing request with the **Compliance Monitoring Office**.

You may either use this form or submit a letter that includes the required information below, including your signature. If you need assistance filing this request, 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		
<i>*Name of Individual Requesting Hearing:</i>		Email: Phone:
Address (Street, City, State, Zip Code):		
<i>*Preferred Method of Contact:</i> <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail	<i>*Relationship to the Child:</i>	
STUDENT INFORMATION		
Name of Child:	<i>*Date of Birth:</i>	<i>*Grade:</i>
Address: (if different from the Complainant) In case of homeless youth, provide contact information.		
School Child is Attending:	<i>*Child's Attorney (if applicable):</i>	
ISSUE(S): Describe your specific problem that relates to any matter of identification, evaluation, educational placement, or provision of a free appropriate public education (FAPE). Summarize the facts and information as a basis for each allegation. Please include the date when the violation(s) occurred. <i>You may attach additional pages if needed.</i>		

RESOLUTION: Please provide your suggestions for resolving the alleged violation(s) to the extent known and available at this time. *You may attach additional pages if needed.*

SIGNATURE	
*Signature of Complainant:	*Date Signed:

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

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