

If you believe that a district or public education agency has violated a fiscal requirement of state or federal special education law, you may file a complaint with the Minnesota Department of Education (MDE).

Examples of a fiscal complaint may include, but are not limited to, using special education funds to buy items supplied by general education, paying staff with special education funds when they are performing general education duties, or not properly tracking special education equipment.

We have designed this form for you to request a fiscal complaint investigation. You may choose not to use this form to request a complaint investigation; however, please ensure all information requested below is included in your request. You must sign the request and provide a copy to the district or public education agency at the same time you file this complaint with MDE.

If you are requesting a complaint investigation involving a fiscal matter pertaining to one student, complete *Section 1. Student Information*. If you are requesting a complaint investigation that is not student specific, go to *Section 2. Complainant Information*.

**1. Student Information**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of the school the student attends \_\_\_\_\_

Name of the school district/public agency the student attends \_\_\_\_\_

a. Does the student have an IFSP?                      Yes                      No

b. Does the student have an IEP?                      Yes                      No

If yes, please attach a copy of the current IFSP or IEP, if you have one.

**2. Complainant Information**

Your Name \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

Your relationship to the student \_\_\_\_\_

Name of school district/public agency this complaint is regarding \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**3. Complaint Information**

**A. Statement of Alleged Violation:**

What is the alleged violation? (Describe the nature of the allegation or problem; for example, "The school did not follow inventory requirements" or "The school spent special education funds inappropriately").

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**B. Statement of Facts**

What are the facts upon which you are basing the allegation? (Describe the event(s), date(s) and document(s) that support your allegation; for example, "An advanced hydraulic lift system that retails for more than \$5000 was not entered on the current inventory list" or "Books were purchased for all students taking English 9, but the books assigned to special education students were charged to special education funds").

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**4. Notice of Complaint**

You must send a copy of this complaint to the district or public agency at the same time you file the complaint with MDE.

Date complaint sent to the district/public agency (mm/dd/yyyy) \_\_\_\_\_

Name of person/title to whom you sent the Complaint (e.g. Superintendent, Special Education Director).

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**5. Signature**

Signature of person filing complaint \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

If you have any questions concerning the complaint process or this form, please contact:

Minnesota Department of Education  
Special Education Fiscal Monitoring Supervisor  
Division of Compliance and Assistance  
1500 Highway 36 West  
Roseville, MN 55113-4266  
651-582-8725 (Fax) 651-582-8201 (TTY)  
651-582-8479 (Questions only, complaints must be written.)

**Please mail or fax this form or complaint to the above address or fax number.**