

## Request for Dispute Resolution Form INSTRUCTIONS

Updated: July 1, 2020

*Who is responsible: Parents, Individuals, or Agencies*



### Purpose and Use

The purpose of the Request for Dispute Resolution form is to document written state complaints, or requests for mediation and/or dispute resolution by parents of children referred or served by the IDEA/Part C Early Intervention System and must be filed within one year of the alleged violation. Note: The IDEA/Part C Early Intervention System has not adopted Part B dispute resolution procedures and does not offer resolution meetings.

The Request for Dispute Resolution form may also be completed by an organization or individual to document an allegation of a general violation of Part C of the IDEA or a violation with respect to an individual child and to request an investigation under Written State Complaint procedures.

### Section 1: Type of Dispute Resolution

**Please legibly print or type the following information in the space provided.**

Indicate the method requested for dispute resolution by checking one of the following options: (a) Written State Complaint, (b) Mediation, or (c) Due Process Hearing. Please review the Family Guide to the IDEA/Part C System for more information on the three options. Only parents may select mediation or request a due process hearing.

Provide the following information about the individual child on whose behalf this complaint is being filed: If the complaint alleges a general violation of Part C of IDEA rather than a violation of an individual child's or family's rights select 'Not Applicable and proceed to Section 2.'

- **Child's Name:** Record the child's legal first name and last name.
- **Date of Birth:** Record the month, day, and year the child was born.
- **Address:** Record the address where the child resides.

### Section 2: Rights or Regulations Alleged to Have Been Violated

Write a statement describing the child's or family's right(s) or the Part C regulation(s) that is alleged to have been violated. Note: Citing the specific regulation, though preferable, is not required. A general statement alleging a violation of Part C of IDEA is enough.

### Section 3: Summary of Dispute

Write a statement, as detailed as possible, describing the specific event(s), action(s), and/or inaction(s) with dates, if known, which have led to the complaint. Use the back of the form and/or additional pages as needed to describe the situation. Note: The event(s), action(s), and/or inaction(s) which are alleged to have violated Part C of IDEA must have occurred **within one year** of the date the complaint is received by the IDEA/Part C Early Intervention System.

## Section 4: Proposed Resolution

Write a statement describing the desired resolution to remedy the situation. Note: The resolution offered should a state investigation, mediation session, or due process hearing support the complaint is not limited to the proposed resolution; however, the proposed resolution will be taken under consideration when determining the resolution to be offered.

## Section 5: Information about Person Requesting Dispute Resolution

The person submitting this complaint must provide the following information:

- Enter the first name and last name of the individual or the name of the organization submitting this complaint.
- **Relationship to Child:** If applicable, enter the relationship between the complainant and the infant or toddler on whose behalf this complaint is being filed (e.g., *parent*).
- **Address:** Enter the mailing address for the complainant.
- **Phone:** enter the area code and telephone number for the complainant.
- **Signature:** The complainant must sign this complaint before submission.
- **Date:** Enter the date the complainant signed the complaint.

COMPLETED FORMS MAY BE SUBMITTED AS FOLLOWS:

E-MAIL: [APPEALS@SCDHHS.GOV](mailto:APPEALS@SCDHHS.GOV)  
FAX: 803.255.8206

MAIL: SCDHHS/APPEALS AND HEARINGS  
1801 MAIN ST, COLUMBIA, SC 29201  
ATTN: IDEA/PART C DISPUTES