

Complaint Form for Gifted Education

Please feel free to make copies of this form, use additional paper, or call the Consult Line at 1-800-879-2301 or the Bureau of Special Education (BSE) at 717-783-6913 for additional copies.

**Are you filing this complaint on behalf of a specific child?** [ ]  Yes [ ]  No

# Contact Information

Please provide **your** contact information, relationship to child and signature.

**Name:**

**Full Address:**

**Home Phone:** **Work Phone:** **Mobile Phone:**

**Best number to contact you:**

**Best time during normal business hours to call:**

**Email Address:**

**Relationship to child or children:**

[ ]  Parent

[ ]  Attorney

[ ]  Advocate

[ ]  Other, please explain:

# Child’s Information

**Child’s Name:** **Date of Birth:**

**Full Address:**

**Is the child currently in school?** [ ]  Yes [ ]  No

**If so, where is the child’s current program?**

 School/School District:

Complete **only** if the complaint is filed on behalf of a child or youth experiencing homelessness.

Contact Person:

Telephone Number:

# Complaint Information

**On or about what date did the violation(s) occur?**

 Date:

**To clarify my allegations, I would like the Adviser to interview the following person(s):**

|  |  |  |
| --- | --- | --- |
| Name | Occupation/Title | Phone Number/E-Mail Address |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Please provide a statement about the violation or issue, which you believe has occurred. Please include a description about the nature of the problem.**

**Please list the facts that support your statement.**

**To the best of your knowledge, please suggest a solution to this problem.**

You must send a copy of this complaint to the school district. By signing below, you indicate to the Bureau of Special Education that you have provided a copy of the complaint to the school district.

**Signature Date**

\***NOTE: THIS MUST BE SIGNED FOR BSE TO INVESTIGATE. BY TYPING YOUR NAME ABOVE, THIS WILL SERVE AS YOUR WRITTEN SIGNATURE.**

Please return form to: PDE/BSE, 333 Market Street, 7th Floor, Harrisburg, PA 17126-0333 or to Don Dolbin at **ddolbin@pa.gov**.