



**United States Department of the Interior**  
**Bureau of Indian Education**  
**Albuquerque Service Center**  
**Division of Performance and Accountability**  
**1011 Indian School Road NW, Suite 332**  
**Albuquerque, New Mexico 87104**

IN REPLY REFER TO:

**JUL 26 2010**

Memorandum

To: Education Line Officers

From: **ACTING** Associate Deputy Director, Division of Performance and Accountability

Subject: Revised Special Education Dispute Resolution Forms

Under the Individuals with Disabilities Education Act (IDEA) 2004, either a parent or a school may file a complaint and request for a due process hearing or mediation. There is also a process to make a State complaint on matters that cannot be addressed in a due process hearing. The three forms have been revised and are posted on the Bureau of Indian Education (BIE) website (<http://www.bie.edu>). The three forms are:

- Request for Mediation;
- Request for Due Process Hearing; and
- State Complaint.

Written notification will be given at a later date on the posting of information in regards to the BIE dispute resolution procedures.

The forms were revised to meet the IDEA 2004 content requirements for filing a complaint. However, neither parents nor schools are required to use the form to file a due process or State complaint. When filing a complaint, parents and schools may use the form provided by the BIE, another form or different document, as long as the form or document meets the IDEA 2004 content requirements as listed below:

- The student's name;
- The student's address (or available contact information in the case of a homeless student);
- The name of the school in which the student is attending;
- A description providing the nature of the dispute (problem); and
- A proposed resolution to the extent known and available to the complainant at the time.

You are requested to disseminate this information to the schools within your education line office and in turn, the school administrator is to be instructed to forward the information to their school staff and parents. If you have any questions or are in need of further information, please contact Gloria Yepa, Supervisory Education Specialist, at (505) 563-5264 or by e-mail at [gloria.yepa@bie.edu](mailto:gloria.yepa@bie.edu).

Attachments

Cc: Associate Deputy Director East  
Associate Deputy Director Navajo  
Associate Deputy Director West