


ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

MEMORANDUM

December 6, 2007

TO: SPECIAL EDUCATION AND RELATED SERVICES  
ADMINISTRATORS, STAFF AND TEACHERS

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR  
SPECIAL EDUCATION 

SUBJECT: Timeline for Filing a Due Process Hearing Complaint

A parent must request a due process hearing **within 12 months** after the date the school district provides to the parent a written notice of the decision with which the parent disagrees, **or within 12 months** of when the parent knew or should have known of the alleged violation of any matter relating to the identification, evaluation, or educational placement of the child, or the provision of a free appropriate public education for the child.

The 12 month period described above may be extended if the parent was prevented from requesting the hearing due to 1) specific misrepresentations by the school district that it had resolved the problem forming the basis of the complaint, or 2) the school district withheld required information from the parent about procedural safeguards.

A due process hearing is commenced by delivering or mailing a **complaint, in writing and signed** by the parent, to the school district special education administrator or superintendent, with a copy mailed to:

Special Education Dispute Resolution  
Dept. of Ed. And Early Development (DEED)  
P.O. Box 110500, Juneau, AK 99811-0500  
or  
fax to DEED at (907) 465-2809,  
Attention: Special Education Dispute Resolution

The parent may utilize the model form complaint provided by DEED. The complaint must include the following information:

- the name and address of the child and the name of the school the child is attending;
- a description of the problem, including specific facts about the problem;

- any suggestions the parent has for solving the problem, to the extent known at the time; and
- the complaint must be signed by the parent.