



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
OFFICE OF SPECIAL EDUCATION – COMPLIANCE

**FIRST STEPS CHILD COMPLAINT (Birth to age 3) – MODEL FORM**

**Directions**

As explained in the Missouri First Steps Parental Rights brochure, if any person or organization believes a responsible public agency has violated any state or federal regulation implementing Part C of the Individuals with Disabilities Education Act (IDEA), a signed, written child complaint may be filed with the Missouri Department of Elementary and Secondary Education. The model forms below may be used when filing a Child Complaint.

MAIL completed form to: Missouri Department of Elementary and Secondary Education  
Office of Special Education Compliance  
C/O Child Complaint Coordinator  
Post Office Box 480  
Jefferson City, MO 65102-0480

The Office of Special Education  
business hours are Monday-Friday –  
8:00 AM – 4:30 PM

Or FAX to: (FAX) 573-526-4404

**Contact Information**

Agency/District Name	County	
Child's Name	Age	
Child's Disability: (if known)		

Parent/Guardian Name	Person filing the complaint (if different than Parent/Guardian)
Address:	Address:
City, State, & Zip	City, State, & Zip
Phone: Home	Phone: Home
Work	Work
Email	Relationship to Child:

The agency/provider indicated above has violated state and federal regulations implementing Part C of the IDEA in the following area(s):

\_\_\_ Evaluation \_\_\_ IFSP \_\_\_ Location of Services \_\_\_ Eligibility  
\_\_\_ Confidentiality/Access to records \_\_\_ Other (Explain) \_\_\_\_\_

Summary of Complaint Allegation(s): (Additional pages may be attached)

Signature of person filing Complaint	Date
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*The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6<sup>th</sup> Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).*