

**MISSOURI FIRST STEPS
DUE PROCESS HEARING PARENT REQUEST MODEL FORM**



INSTRUCTIONS

If a parent disagrees with a decision made by the Missouri Department of Elementary and Secondary Education (DESE), the System Point of Entry (SPOE) agency or a provider, the parent may file a written due process hearing request with DESE. This form may be used when filing a due process hearing request.

Mail completed form to: Missouri Department of Elementary and Secondary Education
Office of Special Education
Attention: First Steps Compliance
P.O. Box 480
Jefferson City, MO 65102-0480

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

Or fax to: 573.751.3910 Attention: First Steps Compliance

PARENT/GUARDIAN INFORMATION

| | | |
|-------------------------|--------------|---------------|
| NAME OF PARENT/GUARDIAN | PHONE NUMBER | EMAIL ADDRESS |
|-------------------------|--------------|---------------|

ADDRESS/CITY/STATE/ZIP

CHILD INFORMATION

| | |
|---------------|---------------------|
| NAME OF CHILD | CHILD DATE OF BIRTH |
|---------------|---------------------|

| | |
|------------------------|--------|
| ADDRESS/CITY/STATE/ZIP | COUNTY |
|------------------------|--------|

COMPLAINT INFORMATION

THE DECISION IN QUESTION IS IN THE FOLLOWING AREA(S):

Evaluation Family Cost Participation Fee
 Eligibility Confidentiality/Access to records
 Services Other (Explain) _____

DESCRIPTION OF THE DISAGREEMENT, INCLUDING WHO THE COMPLAINT IS AGAINST: (ADDITIONAL PAGES MAY BE ATTACHED)

PROPOSED SOLUTION TO PROBLEM, IF KNOWN: (ADDITIONAL PAGES MAY BE ATTACHED)