Date: December 17, 2018
To: Chief School Administrators, Charter School and Renaissance School Project Leads, Nonpublic School Administrators
Route To: Directors of Special Education
From: Carolyn J. Marano, Assistant Commissioner
Division of Student Services

Electronic Submission of Requests for Special-Education Complaint Investigations

Beginning December 17, 2018, the Office of Special Education Policy and Dispute Resolution (SPDR) will electronically accept requests for special-education complaint investigations using an SPDR-maintained and monitored email address.

The newly created email address will be used exclusively for the submission of requests for special-education complaint investigations, and will not be used to communicate with the parties or their representatives. Completed requests for complaint investigations must be saved as Adobe PDF documents and emailed to specialeducationcomplaints@doe.nj.gov.

Allowing electronic submission of requests for special-education complaint investigations will streamline the complaint investigation process; provide ease of access to complainants; and improve program efficiency. Requests for special-education complaint investigations must still be signed by the complainant, and meet all the other requirements set forth in N.J.A.C. 6A:14-9.2(b). Additionally, completed requests for a complaint investigation must be served upon the educational agency against which the complaint is directed. Documentation in support of the request for a complaint investigation, such as attachments and/or exhibits, will not be accepted electronically. Those items should be mailed or faxed.

More information about electronic submission of requests for special education complaint investigations is available on the SPDR complaint-resolution webpage. Should you have questions or require additional information, please contact the Office of Special Education Policy and Dispute Resolution at (609) 376-9060.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner of Education
NJDOE Staff
Garden State Coalition of Schools
NJ LEE Group
Statewide Parent Advocacy Network