



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

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](mailto: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