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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

March 28, 2013

SUPERINTENDENT'S  
OFFICE  
APR 08 2013  
EGRPS

Sara Shubel, Ph.D., Superintendent  
East Grand Rapids Public Schools  
2915 Hall Street SE  
Grand Rapids, Michigan 49506-3111

Case: C-7599-13

Dear Dr. Shubel:

The Office of Special Education (OSE) received a state complaint (complaint) against the East Grand Rapids Public Schools (district) on March 25, 2013. The complaint number is listed above.

Pursuant to the Individuals with Disabilities Education Act (IDEA), the Michigan Administrative Rules for Special Education (MARSE) and the Michigan Department of Education (MDE) Special Education State Complaint Procedures (State Complaint Procedures), a complaint is filed when the OSE receives a copy of the complaint.

The IDEA requires that a complaint be resolved 60 days after it is filed. As the complaint was filed on March 25, 2013, the matter must be resolved on or before May 24, 2013. A copy of the complaint is enclosed with this letter which was mailed by overnight mail on March 28, 2013.

The OSE has provided the complainant with the following:

- MDE Procedural Safeguards Notice
- Part 8 of the MARSE (Appendix E – State Complaint Procedures)
- State Complaint Procedures
- Information regarding mediation and other alternative dispute resolution options

This case has been assigned to me as the case manager. I will be working in collaboration with a complaint investigator assigned by the Kent ISD (ISD). You and other members of your staff will receive correspondence from, and may be contacted by, both the ISD and the OSE throughout the investigation of the complaint.

Pursuant to the MARSE, the State Complaint Procedures, and the final regulations implementing the IDEA, the district is not required to respond, in writing, to a state complaint. However, in accordance with § 300.152 of the IDEA, the MDE provides the district the opportunity to:

- Propose a resolution to resolve the complaint; and
- Voluntarily engage in mediation with the parent, consistent with § 300.506.

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Dr. Shubel  
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You must make available to the complainant, upon the complainant's request, any documents referred to in the response.

The OSE encourages the complainant and the district to resolve matters without the formal complaint investigation process. Information regarding mediation and other alternative dispute resolution options are included with this letter. Information about mediation and alternative dispute resolution options can also be found in the State Complaint Procedures. Mediation is available at no cost to the complainant or the district through the Michigan Special Education Mediation Program (MSEMP). For additional information regarding mediation please contact the MSEMP at (800) 737-6583, (517) 485-2274 or electronically at [www.cenmi.org/msemp](http://www.cenmi.org/msemp).

The State Complaint Procedures include a Resolution Period. This provision encourages you and the complainant to meet within ten days after the complaint is filed to attempt to resolve the complaint without the intervention of the OSE and the formal complaint process. The OSE strongly recommends that you utilize this opportunity to meet with the complainant and resolve the issues informally. If additional time is needed to meet and discuss resolution of this matter please submit a written request to my attention at the OSE. Also, please notify me if you and the complainant are able to resolve any of the allegations in the complaint. If we do not hear from you, one of the investigators will contact you after the Resolution Period to confirm if any allegations have been resolved.

If you have any questions or concerns pertaining to this matter, please contact me at  
To avoid loss or unnecessary delay in response, all correspondence should be clearly marked as pertaining to case C-7599-13.

Sincerely,

Program Accountability  
Office of Special Education and Early Intervention Services

c:

Enclosure: Information regarding dispute resolution