



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

March 28, 2013

Case: C-7599-13

The Office of Special Education (OSE) received your 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 properly filed when both the OSE and the district have received a copy of the complaint. The complaint was filed on March 25, 2013 and the OSE forwarded a copy of the complaint to the district, by overnight mail on March 28, 2013.

The IDEA requires that a complaint be resolved 60 days after it is filed. As your complaint was filed on March 25, 2013, the matter must be resolved on or before May 24, 2013.

With this letter you will find the following attachments:

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

This case has been assigned to me as case manager. I will be working in collaboration with a complaint investigator assigned by the Kent ISD (ISD). You may be contacted by both the OSE and the ISD throughout the investigation of your complaint. The ISD investigator and the case manager will contact you soon to discuss your complaint and clarify your allegations. Throughout the investigation the investigators will talk with you more in depth and provide the opportunity to submit additional information.

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The OSE encourages you 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 enclosed with this letter. Mediation is available at no cost to you 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 district 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 district 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 district are able to resolve any of the allegations in your 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

Attachments

c: