

## Appendix 10-3 Follow Up Letter To OCR

(Be sure to keep a copy for your records.)

(     Date     )

Office for Civil Rights, Cleveland Office  
U.S. Department of Education  
600 Superior Ave., East, Suite 750  
Cleveland, Ohio 44114-2611

Dear Sir or Madam:

On (     Date     ), I filed a complaint with your office charging that (                      ) School District had discriminated against my child on the basis of his disability in violation of Section 504 and IDEA. However, I have not received a letter acknowledging my complaint and saying when your office will begin an investigation of my complaint.

My child, (                      ), is being denied urgently needed services. Please let me know by (     date     ) when your investigation will begin.

Sincerely,

(Your Name)

(Your Address)

(Your Telephone Number)

cc: U.S. Department of Education  
Office for Civil Rights  
400 Maryland Ave., S.W.  
Washington, DC 20202-1100