# Filing an OCR Complaint

You can file an OCR complaint:

- Online here https://ocrcas.ed.gov/

- Via email – send your complaint to ocr.sanfrancisco@ed.gov (for complaints regarding recipients in California) or OCR@ed.gov

- Via U.S. mail at -

U.S. Dept. of Education, Office for Civil Rights, 50 United Nations Plaza, San Francisco, CA 94102

# What to Include in a Complaint?

- Basic info re student – age, grade, type of disability, how disability impacts him/her

- Allegation – failure to implement; procedural defect; other different treatment

- Facts supporting/related to the allegation

- What you believe is an appropriate remedy/outcome and why

# Filing an OCR Complaint Cont'd

If you write your own letter/email, please include:

- Name, address and, if possible (although not required), a telephone number and email

- Information about the person(s) or class of persons injured by the alleged discriminatory act(s);

- The name and location (city and state) of the institution that committed the alleged discriminatory act(s); and

- A description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination.

# Resources

General FAPE/Students with Disabilities:

- OCR site - https://www2.ed.gov/about/offices/list/ocr/index.html

- Parent & Educator Resource Guide - https://www2.ed.gov/about/offices/list/ocr/docs/504-resource-guide-201612.pdf

- ADHD - https://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201607-504.pdf

  - https://www2.ed.gov/about/offices/list/ocr/letters/colleague-201607-504-adhd.pdf

- Section 504 FAQs - https://www2.ed.gov/about/offices/list/ocr/docs/dcl-504faq-201109.pdf

- FAPE and Section 504 - https://www2.ed.gov/about/offices/list/ocr/docs/edlite-FAPE504.html

- Extracurricular Activities & Students with Disabilities- https://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201301-504.pdf

# Resources Cont'd

COVID-19 Guidance

- [https://sites.ed.gov/idea/idea-files/q-and-a-providing-services-to-children-with-disabilities-during-the-coronavirus-disease-2019-outbreak/](https://sites.ed.gov/idea/idea-files/q-and-a-providing-services-to-children-with-disabilities-during-the-coronavirus-disease-2019-outbreak/)
- [https://www2.ed.gov/about/offices/list/ocr/docs/ocr-coronavirus-fact-sheet.pdf](https://www2.ed.gov/about/offices/list/ocr/docs/ocr-coronavirus-fact-sheet.pdf)
- [https://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/qa-covid-19-03-12-2020.pdf](https://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/qa-covid-19-03-12-2020.pdf)
- [https://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/qa-evaluation-timeline-idea-part-c-07-06-2020.pdf](https://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/qa-evaluation-timeline-idea-part-c-07-06-2020.pdf)