



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND 23218-2120

VIA EMAIL

To: Dr. Antonia Fox, Superintendent
Ellen Baker, Director of Special Education
Page County Public Schools (PCPS or LEA (local educational agency))
735 W. Main St.
Luray, Virginia 22835
amfox@pagecounty.k12.va.us
ebaker@pagecounty.k12.va.us

REDACTED

From: Office of Dispute Resolution and Administrative Services (ODRAS)
ODRAS@doe.virginia.gov

Re: **LETTER OF INQUIRY**
PCPS

Date: June 28, 2023

This letter acknowledges that the Office of Dispute Resolution and Administrative Services within the Virginia Department of Education (VDOE) received Parent's submission received on June 22, 2023.

This office is charged with the responsibility of investigating and resolving all valid special education complaints on behalf of eligible students with disabilities when the complaint alleges a violation of the applicable state and federal special education laws and regulations. The 2006 implementing regulations of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA '04) outline the required components of a valid state special education complaint at 34 CFR § 300.153.

This office has reviewed the submission to determine if it meets the content requirements of the federal special education regulations. This office has determined that the submission fails to meet regulatory requirements for sufficiency (8 VAC 20-81-200.B) for the reasons denoted by an "X," below:

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- The complaint does not allege that the local educational agency or VDOE has violated a requirement of federal and/or state special education laws and/or regulations.
- The complaint does not include the signature of the person filing the complaint.
- The complaint does not include the contact information for the person filing the complaint.
- The complaint does not include the contact information (or name) for the student.
- The complaint is time-barred as it addresses an action occurring more than one year prior to the date the complaint was received.
- The complaint includes insufficient facts to support the alleged violations.
- The complaint was not simultaneously forwarded to the local school division.
- The complaint does not include a proposed resolution.
- Other

In an email dated Wednesday, June 21, 2023, at 11:54 p.m. Parent wrote “[a]ttached please find a state complaint for my child regarding partial consent on an IEP. The returned partial consent is sent as a google drive link due to file size.” While the email indicates that Parent properly attached a sufficient state complaint, the Commonwealth of Virginia no longer partners with Google and cannot access/open any Google documents. Please resubmit the complaint to our office using another format such as OneDrive, which is supported by Microsoft Office. You may also wish to fax the form and any accompanying documentation to (804) 786-8520 or mail the information to:

**Virginia Department of Education
Division of Special Education and Student Services
Office of Dispute Resolution and Administrative Services
P. O. Box 2120
Richmond, Virginia 23218-2120**

This office cannot move forward to investigate Parent’s concerns until the above-noted deficiencies are addressed. If appropriate, the complaint may be resubmitted to this office for action. All resubmitted complaints will be treated as new complaints and are subject to review. Accordingly, we will file this correspondence as an inquiry, and will await any subsequent correspondence.

Should you have any questions, please feel free to contact our office at (804) 225-2195.