

Early Intervention Complaint Registry Form

Please feel free to make copies of this form or use additional paper. Please print or type.

My preferred method of contact by the Office of Child Development and Early Learning (OCDEL) Early Intervention (EI) Advisor assigned to this complaint is:

- ☐ By phone (list numbers) _____
Best time during normal business hours to call _____
- ☐ In person at a public facility during normal business hours. The location will likely be a County Early Intervention Program Office or Intermediate Unit/Preschool Program Office.

Are you filing this complaint on behalf of a specific child? Yes _____ No _____

Please provide the name and address of the child:

Child's Name: _____ Date of Birth: _____
Address: _____

Please provide the name of the Infant/Toddler EI Program or the name of the Preschool EI Program:

Please provide your contact information and your relationship to the child.

Name: _____
Address: _____

Phone Number: _____
Home Work Cell

Relationship to child:

☐ Parent ☐ Attorney ☐ Advocate ☐ Community Organization ☐ Other

On or about what date did the violation occur? _____
Date

To clarify my allegations, I would like the EI Advisor to interview the following person(s).

Name	Occupation/Title	Phone Number/E-Mail Address

Please provide a statement about the issue or violation which you believe has occurred. Please include a description about the nature of the problem. Please list the facts that support your statement.

Feel free to use extra paper and staple to this form.

What do you feel is a satisfactory remedy to this situation?

Please provide a copy of this complaint form and any attachments to the child's EI program. For Infants/Toddlers under the age of three, the form should be sent to the County Early Intervention Coordinator. For Preschoolers age 3-5, the form should be sent to the Preschool EI Supervisor.

By signing below, you indicate to the EI Advisor that you have provided a copy of the complaint to the appropriate EI program offices. If you are not sure who to send this complaint form to, please contact OCDEL at 717-346-9320 for assistance.

Signature

Date