

[ALJ/HO Name]
[Contact Information]

[Date]

[Names and Addresses]

Re:

Dear Parties:

I have been appointed as the [Administrative Law Judge / Hearing Officer] in the above-referenced matter. Please be advised that I have no personal, professional, or financial relationship with either party to this matter that would affect my ability to render an impartial decision in this matter [with the possible exception of _____]. If you have any questions or concerns about this, please let me know immediately in writing with a copy to the other party.

[Pursuant to the IDEA, if the school district has not sent a prior written notice to the parents regarding the subject matter in the parents' due process complaint notice, the school district must send the parents a written response to the complaint that meets the requirements of the IDEA within ten (10) calendar days of its receipt of the due process complaint notice. The written response must be sent by _____, 201_. The school district must also send a copy of the written response to the [ALJ/HO]. If the school district sent a prior written notice before the due process complaint notice at issue was filed, the school district must send a copy of that notice to the [ALJ/HO] and the parents.]

[Pursuant to the IDEA, the parents must send the school district a written response specifically addressing the issues raised in the school district's due process complaint notice within ten (10) calendar days of the parents' receipt of the due process complaint notice. The written response must be sent by _____, 201_. The parent must send a copy of the response to the [ALJ/HO].]

The due process complaint notice is deemed sufficient unless the school district [parent] notifies this [ALJ/HO] and the school district [parent] within fifteen (15) calendar days of the parents' [school district's] receipt of the due process complaint notice that they [it] does not believe the complaint meets the statutory requirements. The school district [parent] must send such written notification of insufficiency to this [ALJ/HO] and the parents [school district] by _____, 201_. This [ALJ/HO] must issue a written determination to both parties as to the sufficiency of the due process complaint notice within five (5) calendar

days of receipt of the school district’s [parents’] notice of insufficiency. The determination of sufficiency will be made on the face of the due process complaint notice.

[The school district must convene a meeting with the parents within 15 calendar days of receipt of the parents’ due process complaint notice to discuss and resolve, if feasible, the matters raised in the due process complaint notice. If the school district does not resolve the due process complaint to the satisfaction of the parents within 30 calendar days after its receipt of the parents’ due process complaint notice, the hearing timeline must begin. This is known as the resolution process. The 30 calendar days end on _____, 201__.] The 45-day timeline for this Hearing Officer to issue a decision begins on _____, 201__ [31 calendar days after the school district’s receipt of the due process complaint notice]. (Under certain circumstances, the 45-day timeline may begin sooner.)

Enclosed please find “Hearing Process Guidelines.” Please read and review the important information in this document closely. If you have any questions about this document, raise your questions during the prehearing conference.

I will be contacting both of you to set up a prehearing conference call. [I am scheduling a prehearing conference call on _____, 201__ at ___ a.m./p.m. Unless you promptly notify me that this date and time is not convenient, I will assume it is.] During our conference call, I would like to [know the status of the resolution meeting process], set dates for a hearing, and also answer any questions you may have regarding this due process proceeding.

[To assist me in understanding the parent’s problems with the student’s IEP during the prehearing conference, I am requesting that the school district send to me (and the parent) a copy of the IEP in dispute.]

I look forward to speaking with you both.

Very truly yours,

[ALJ/HO Name]