

Attachment 1b – Introductory Letter (Expedited)

[ALJ/HO Name]
[Contact Information]

[Date]

[Name 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 with a copy to the other party.

[The school district must convene a meeting with the parents within (seven) 7 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 15 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 15 calendar days end on _____, 201_.] An expedited due process hearing must occur no later than twenty (20) school days after the date the school district received the expedited hearing request. The school district received the expedited request on _____, 201_. The Hearing Officer must render and mail a decision to the parties within 10 school days after the hearing. **Under the IDEA, these timelines can neither be waived nor extended.**

Enclosed please find Hearing Process Guidelines. Please read and review the important information in this document closely. If you have any questions about these guidelines, 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.

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[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]