

**DEPARTMENT OF EDUCATION  
IMPARTIAL DUE PROCESS HEARING**

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STUDENT, a minor, by and through  
his/her Parent(s), \_\_\_\_\_  
\_\_\_\_\_ ,

Petitioners,

- against -

Case No. \_\_\_\_\_

\_\_\_\_\_ ,

\_\_\_\_\_  
[ALJ/HO]

Respondent.

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**NOTICE OF PREHEARING CONFERENCE**

A prehearing conference by telephone is scheduled for \_\_\_\_ a.m./p.m.  
on \_\_\_\_\_.

**The purpose of this Notice is two-fold.** The first purpose of this notice is to advise you of the various matters that I will discuss with you during the prehearing conference. The second purpose is to provide you with an opportunity to [confer with your client prior to the prehearing conference and] take such other steps as may be necessary in order to meaningfully address these matters and otherwise participate in the prehearing conference.

**[The attorney for each party participating in any conference must have the authority to enter into stipulations, make admissions of fact, identify claims and defenses that the party will not be contesting, and settle all or part of the claims in this case, or have reasonable access by telephone to the party or the party’s representative having such authority.]**

At the time of the prehearing conference, it is my expectation that the parties will be in a position to discuss and address all of the items on the enclosed Subjects To Be Considered. Within \_\_\_\_\_ (\_\_\_\_) business days of the prehearing conference, I will issue a detailed prehearing order that includes all stipulations, admissions of fact, agreements reached, and rulings made during the prehearing conference. If either party believes that the prehearing order contains omissions or misstatements, the party must bring them to my attention within \_\_\_\_\_

*Attachment 3 – Notice of Prehearing Conference*

(\_\_\_\_) business days of the date of this Order (with a copy to opposing party). I will address your concerns promptly.

Dated: \_\_\_\_\_

\_\_\_\_\_,  
[ALJ/HO]

[Insert address, phone, fax and email  
address of HO]