

[Hearing Officer Name]
[contact information]

[Date]

RE:

Dear Parties:

I have been appointed as the 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 that _____]. 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 Individuals with Disabilities Act (IDEA), if the District has not sent a prior written notice to the Parents regarding the subject matter in their due process complaint, the District shall send the Parents a written response to the complaint within ten (10) calendar days of its receipt of the due process complaint. The response shall be sent by _____, 201_. The District shall also send a copy of the response to the Hearing Officer. If the District sent a prior written notice before the due process complaint at issue was filed, the District shall send a copy of that notice to the Hearing Officer and the Parents.]

[The Parents must send the District a response within ten (10) calendar days of her/his receipt of the due process complaint. The Parent shall send a copy of the response to the Hearing Officer.]

The due process complaint is deemed sufficient (that is, includes all the information required under IDEA) unless the District/Parent notifies this Hearing Officer and the Parents/District within fifteen (15) calendar days of its receipt of the due process complaint that it/she/he does not believe the complaint meets the statutory requirements. The District/Parent shall send such written notification of specific alleged insufficiency to this Hearing Officer and the Parents/District by _____, 201_. This Hearing Officer shall issue a written determination to both parties as to the sufficiency of the due process complaint within five (5) calendar days of receipt of the District's/Parents' notice of insufficiency. The determination shall be made based just on what is said in the due process complaint.

[A resolution meeting must be scheduled within 15 calendar days of the district having received the Parents' due process complaint. The District has thirty (30) calendar days after its receipt of the Parents' due process complaint to resolve the due process complaint to the parents' satisfaction, unless the parties agree in writing to shorten the 30 calendar days by both agreeing to waive the meeting or agreeing at the conclusion of the meeting to proceed immediately to

hearing. The thirty (30) calendar days ends on _____, 201_]. The [45 (regular)][30 (preschool)]-day timeline for this Hearing Officer to issue a decision begins on _____, 201_ (31 calendar days after the District's receipt of the due process complaint).

Enclosed for unrepresented parents are some "Hearing Process Guidelines."

Please read and review the important information in this document closely. If you have any questions about this information, raise your questions during the pre-hearing conference.

I will be contacting both of you to set up a pre-hearing conference call/meeting.

I look forward to speaking with you both.

Very truly yours,

[Impartial Hearing Officer]