

[Hearing Officer Name]  
[contact information]

[Date]

RE:

Dear Parties:

I have been appointed 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 \_\_\_\_\_]. But, if you have any questions or concerns about this, please let me know immediately with a copy to the other party.

[The District has seven (7) calendar days after its receipt of the Parents' due process complaint to convene a resolution meeting. The 7 calendar days ends on \_\_\_\_\_, 201\_.]An expedited due process hearing must occur no earlier than fifteen (15) calendar days following the District's receipt of the expedited hearing request and no later than twenty (20) school days after the date the District received the expedited hearing request. The District received the expedited request on \_\_\_\_\_, 201\_. The ten (10) school day timeline for this Hearing Officer to issue a decision begins on the day after the hearing. **Under IDEA, these timelines cannot be waived by the parties nor extended the Hearing Officer.**

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 time for a pre-hearing conference call/meeting.

I look forward to speaking with you both.

Very truly yours,

[Impartial Hearing Officer]