

[CAPTION]

_____,
 Student,
 v. _____, Impartial Hearing Officer
 _____,
 School District.

NOTICE OF PREHEARING CONFERENCE

A prehearing conference by telephone/in person is scheduled for ___ a.m./p.m. on _____.

There are two purposes for this Notice. 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 some time to get prepared to talk about these at the prehearing conference, including possibly speaking with an advocate or attorney.

Each party, or the attorney for each party, participating in any conference shall have the authority to enter into agreements on facts, claims or relief that are not disputed, or have reasonable access by telephone to the party or the party’s representative having such authority.

At the time of the prehearing conference, I expect that the parties will be able to discuss all of the items on the enclosed Subjects to Be Considered. Within five (5) business days of the prehearing conference, I will issue a detailed prehearing order that includes all 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 three business days of the date of this Order (with a copy to opposing party). I will address your concerns promptly.

Dated: _____, _____, Hearing Officer

[Address, phone, fax, and email address of IHO]