

TO: Claudette Rushing  
Legal Specialist  
Office of Learning/Student Services  
255 Capitol St NE  
Salem OR 97310

RE: Due Process Hearing # \_\_\_\_\_

**Request for ALJ Settlement Conference by Both Parties**

We request an ALJ settlement conference. We understand both parties must agree to participate in an ALJ settlement conference and we are not required to pursue an ALJ settlement conference before a hearing. We have read a description of the ALJ settlement conference procedures and our consent is knowing and voluntary.

\_\_\_\_\_  
Parent Signature                      Date              School Dist. Representative              Date

\_\_\_\_\_  
Legal Representative                      Legal Representative

\_\_\_\_\_, \_\_\_\_\_  
Two mutually agreeable dates for the ALJ settlement conference:

*Please forward to the above address.*

**Request for ALJ Settlement Conference by One Party**

I request an ALJ settlement conference. I understand both parties must agree to an ALJ settlement conference and I am not required to pursue this option before a hearing. I have read a description of the ALJ settlement conference procedures and my consent is knowing and voluntary.

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Legal Representative

*Please forward to the above address and to the other party at the same time.*

I agree to participate in the ALJ settlement conference. I understand both parties must agree to an ALJ settlement conference and I am not required to pursue this option before a hearing. I have read a description of the ALJ settlement conference procedures and my consent is knowing and voluntary.

I suggest the following date(s) for the Advisory Opinion Process: \_\_\_\_\_

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Legal Representative

