

**Florida Department of Education
Bureau of Exceptional Education and Student Services
ESE Program Administration and Quality Assurance**

**Dispute Resolution
Report of Due Process Resolution Session
Information Prior to Hearing**

34 CFR Section 300.510 Resolution process. (a) Resolution meeting. (1) Within 15 days of receiving notice of the parent's due process complaint, and prior to the initiation of a due process hearing under section 300.511, the LEA must convene a meeting with the parent and the relevant member or members of the IEP Team who have specific knowledge of the facts identified in the due process complaint that (i) includes a representative of the public agency who has decision-making authority on behalf of that agency; and (ii) may not include an attorney of the LEA unless the parent is accompanied by an attorney.

Attention: This form must be completed and returned to the Bureau of Exceptional Education and Student Services by fax to (850) 245-0953 within 20 days of a request received for a due process hearing.

Outcome of Resolution Session: Please initial all that apply.

- Both parties agreed to waive the resolution session. _____
- Both parties agreed to participate in state-sponsored mediation. _____
- A settlement agreement was reached. _____
- The parent was represented by an attorney. _____
- The settlement agreement was voided within three business days. _____
- The request for a due process hearing was cancelled. _____
- This was an expedited hearing due to discipline issue. _____

DOAH case #:	
Date of initial request for a due process hearing:	
Date of resolution session (convened within 15 days, or 7 days for expedited hearings):	
Who filed for due process?	
Respondent (district or student)?	
Local educational agency representative in attendance with decision-making authority:	

Please attach a copy of the settlement agreement with the exact terms of the resolution agreed on by both parties to address the issue(s) stated on the request for due process.

Who completed this form?
Name: _____
Title: _____
Date: _____