

E-mail to AEA Special Education Director when a preappeal conference is filed, reminding the person of the option of the AEA Resolution Facilitator process.

As you are aware, _____ filed a request for a preappeal conference on behalf of the parents of _____, a student in _____ Community School District. According to our recent procedures when a preappeal request is filed, I am to contact the AEA Special Education Director and suggest the possibility that you or your designee contact the person requesting the preappeal and offer the use of the AEA Resolution Facilitator process first. Of course, we would expect that you (or designee) would be in consultation with the district and both the district and AEA would need to believe that this would be an appropriate conflict resolution option, based on the issues. Its use would be voluntary for all parties.

Since the initiation of this recent procedure, we have found several districts and AEAs willing to make the offer, and then the filing party agreeing to this lower level of a conflict resolution process. So far, we are finding, when the AEA Resolution Facilitator process is offered and all parties agree to its use, agreements are being reached without holding a preappeal conference.

We will go ahead and put our preappeal procedures in place, and there could even be the conference call with the preappeal date set, but we want to make certain you are aware of this option to offer the AEA Resolution Facilitator process first. The way it could play out is, if the parties agree to the AEA RF process and there is not an agreement, the preappeal could still be held.

Also, please remember that the AEA Resolution Facilitator could be one from _____, from another AEA because of the use of the exchange system between AEAs, or you could contact me about using one of the state mediators to act as a Resolution Facilitator.

Please feel free to contact me if you have any questions.