

## EMAIL RESOLUTION SESSION WARNING

May 19, 2011

«FullName»  
«AddressLine1»  
«AddressLine2»  
«City», «State» «ZipCode»

**RE: «StudentFullname» vs. «DistrictName»  
Case Number «CaseNumber»: Resolution Session Not Held**

This is to advise you that on «ResolutionStartByDate», a resolution meeting was to occur between the parties in this matter. As of today, there is no record of the resolution session having been initiated, nor a waiver of the resolution process by the parties.

Unless you have done so previously, please contact the parties as soon as possible to ascertain the status of the proceedings. Additionally, please note that you are responsible to enter information concerning the resolution process, including the date of the resolution meeting and the outcome (resolution meeting held, resolution meeting not held and reasons why, waiver dates, and participation information, when applicable) into SEDS as soon as possible.

Please note that if the parties wish to utilize mediation during the resolution period or wish to waive the resolution process, they must notify you by written mutual agreement. The parties may utilize a form provided to the parties by ISBE to signify their mutual agreement to use mediation or to waive the resolution process.

Thank you for your prompt attention to this matter.

Andy Eulass  
Due Process Coordinator  
Illinois State Board of Education