

**DISTRICT WARNING OF FINDING OF NON-COMPLIANCE
FOR FAILURE TO CONVENE RESOLUTION MEETING**

May 19, 2011

«SuperintendentName»
«DistrictName»
«DistrictAddress»
«DistrictCity», «DistrictState» «DistrictZipcode»

RE: Resolution Session in the Matter of
«StudentFullName» vs. «DistrictName»
Case Number «CaseNumber»

Dear «SuperintendentName»:

On «InitialAppointmentDate», you received a notice contained in your initial hearing packet of your obligation as the local education agency to schedule and convene a resolution session within 15 calendar days (seven calendar days in the case of an expedited hearing) of the date this due process case was initiated. According to our records, an initial resolution meeting should have been convened on or before «ResolutionStartByDate». Our latest information indicates that the meeting has not occurred, nor has it been waived by the parties.

You are reminded that the resolution process is a mandatory procedure that must be completed by the parties to any due process hearing. If the parties fail to conduct this meeting, it may result in the due process hearing being delayed or other penalties including the possible dismissal of the hearing request or an order of default by the hearing officer. Additionally, as the local education agency in a due process proceeding, you are subject to a finding of non-compliance by this agency for failure to convene this meeting within the required timeframe.

You are requested to contact the ISBE Due Process Coordinator, Andrew Eulass, at 217-782-5589 within 24 hours of your receipt of this letter. At that time, please be prepared to supply Mr. Eulass with the date, time and location of the initial resolution meeting if it has already occurred. If you have already completed the resolution meeting and have also completed the Resolution Session Tracking Form that was provided to you under separate cover on «InitialAppointmentDate», please fax the completed form to the attention of Mr. Eulass at 217-782-0372 upon your receipt of this letter.

Alternatively, you will be requested to provide your reasons why the meeting has not occurred along with any supporting documentation to substantiate your reasons. If it is determined that your reasons for not convening the meeting are not valid, you will receive an official finding of non-compliance under separate cover.

If the initial resolution meeting has not occurred, nor has been waived by both you and the primary representative of the opposing party, you are strongly encouraged to contact the primary representative of the opposing party as soon as possible to discuss the completion of the resolution session. Please refer to the materials included in your initial hearing packet for more information about the resolution process and the steps you may be able to take in the event the resolution process cannot or will not go forward.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Andrew C Eulass". The signature is written in a cursive style with a large, prominent "A" and "E".

Andrew C Eulass
Due Process Coordinator
Illinois State Board of Education

cc: «CoopAdminName», Director of Special Education
«CarbonCopyRecipients»