

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION  
USERS' GUIDE TO ADMINISTRATIVE PROCESS

Special Education Impartial Due Process Hearing Program

FORM TO REQUEST DATES

**SCHEDULING OF ALTERNATIVE DISPUTE RESOLUTION, PREHEARING CONFERENCE, AND  
ADMINISTRATIVE DUE PROCESS HEARING**

**General Information:** Include this form with either the Parent Request or LEA Request if you have mutually agreeable dates.

1. **Mutually Agreeable Dates (if the parties agree):** In submitting dates, please keep in mind that unless exact dates are submitted, the dates may be unworkable. Stating only dates when parties are unavailable; blocking dates when parties are unavailable; not taking into consideration time lines required by federal and state statutes; or not taking into consideration time periods needed for filing of documentation, may make the offered dates unworkable and as a consequence, the office of legislation and hearings may find it necessary to supply a schedule to the parties.

THE LEA AND PARENT HAVE AGREED UPON THE FOLLOWING DATES

(a) One day for a alternative dispute resolution (optional): Date \_\_\_\_\_

(b) One-half day for a prehearing conference: Date \_\_\_\_\_

(c) Two days for a hearing: Dates \_\_\_\_\_ and \_\_\_\_\_

(d) Two alternative days for the hearing: Dates \_\_\_\_\_ and \_\_\_\_\_

2. **Activities to be Scheduled:** As soon as the office of legislation and hearings has scheduled the optional alternative dispute resolution, if any, the prehearing conference, and the administrative due process hearing, the office of legislation and hearings shall notify the parties in writing of:

- (a) The time and place of the optional alternative dispute resolution, and prehearing conference;
- (b) The time, place, an nature of the administrative due process hearing;
- (c) Leal authority under which the hearing is to be held;
- (d) The particular sections of the statutes and rules involved, including a copy of Ed 1123;
- (e) A short and plain statement of the issues involved; and
- (f) The party's right to have an attorney present to represent the party at the party's expense.

3. **Return of this Form to office of legislation and hearings:** If the parties agree on dates for the activities described above, return this document to:

Stephen W. F. Berwick; Paralegal I  
Office of Legislation and Hearings  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, NH 03301

Fax: 271-4034, E-mail [sberwick@ed.state.nh.us](mailto:sberwick@ed.state.nh.us)

(Form AH-IDPH R)