

LETTER TO THE PARTIES THAT ACCOMPANIES
HEARING OFFICER DECISION - Assurance

(Date)

(Parent/LEA)

Dear (Parties to the Hearing):

Enclosed is my decision for (NAME OF STUDENT). You may appeal this decision to a court of competent jurisdiction. Please refer to the enclosed appeals procedures.

The local education agency is responsible for implementing this decision. Therefore, any questions regarding implementation should be discussed and resolved between the parties.

The Bureau of Special Education has general supervisory authority over local education agencies and is responsible for ensuring that hearing officer decisions are implemented. In accordance with that requirement, the Superintendent or Chief Executive Officer of the local education agency or charter school is required to complete the enclosed assurance form, attesting to the fact that the decision has been fully implemented. Specific instructions are enclosed with the assurance form.

Following receipt of the local education agency's completed assurance form or at the expiration of the timelines explained in the enclosed instructions, the Office for Dispute Resolution Case Manager will contact the parent/guardian to verify that the actions required pursuant to this decision have been implemented.

Questions concerning this letter may be directed to the assigned Case Manager or Dispute Resolution Coordinator at the Office for Dispute Resolution, at 1-800-222-3353.

Very truly yours,

Hearing Officer

Enclosures: Hearing Officer Decision/Order
Assurance Form
Instructions for Completion of Assurance Form
Appeals Procedures