

Memorandum

Date: ###

To: Joel Chapiewsky

From: Sherri Honaker, Office Operations Associate
 Special Education Team

Subject: Payment Recovery for Purchase Order # PAJ000004 (DHA)

Attached please find a copy of the individual district detail of charges for a due process hearing conducted by the Division of Hearings and Appeals. Please invoice the XXXXX School District; XXXAddressXXX, for the amount of \$XXXXX in full payment for the due process hearing request:

NAME v. XXXXX School District, DPI Case No. LEA-08-XXX.

Please include a copy of the Case Summary and individual detail of charges with the invoice to the district. If you have any questions regarding this matter, please feel free to contact me at 267-7904.

Thank you.

pay/sah

Attachment

cc: Jack Marker, School Administration Consultant, Special Education Team