

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT
IMPARTIAL DUE PROCESS HEARING RECORD SHEET

Student: _____
Parent/Guardian: _____
Impartial Hearing Officer: _____

Type of Hearing:
School Age _____
Preschool _____
Expedited _____

Due Process Complaint Notice received from parent/initiated by District _____/_____/_____

Procedural Safeguards Notice sent to parents _____/_____/_____

1st Impartial Hearing Officer contacted from District's rotational list
1st IHO accepts ____, declines ____, no response ____ within 24 hours _____/_____/_____

2nd Impartial Hearing Officer contacted from District's rotational list
2nd IHO accepts ____, declines ____, no response ____ within 24 hours _____/_____/_____

3rd Impartial Hearing Officer contacted from District's rotational list
3rd IHO accepts ____, declines ____, no response ____ within 24 hours _____/_____/_____

IHO appointed by Board of Education
Appointment letter with rates sent to IHO _____/_____/_____

Response sent to/received from parent _____/_____/_____

Complaint Notice deemed sufficient _____/_____/_____

Explanation regarding complaint sent to parents _____/_____/_____

Resolution process _____ Waived, _____ Convened _____/_____/_____

If settlement reached, binding written agreement signed _____/_____/_____

Neither party voided agreement within 3 business days _____/_____/_____

Parties disclose evidence _____/_____/_____

Prehearing conference held (if desired) _____/_____/_____

Hearing begins
Additional hearing dates _____/_____/_____ _____/_____/_____ _____/_____/_____

Anticipated Decision Date _____/_____/_____

Extension requested by _____
Reason _____
Granted _____ Reason _____
Denied _____ Reason _____

New anticipated decision date due to extension _____/_____/_____

Finding of Fact and Decision rendered _____/_____/_____

Decision implemented _____/_____/_____