

**MOUNT PLEASANT COTTAGE UNION FREE SCHOOL DISTRICT  
TIMELINE FOR DUE PROCESS COMPLAINT NOTICE AND CONDUCT OF IMPARTIAL DUE PROCESS HEARINGS**

	<b>1</b> Complainant (District or Parent) files notice	<b>2</b> D sends procedural safeguards notice, mediation availability etc.	<b>3</b> D begins IHO selection process	<b>4</b> IHO accepts	<b>5</b> BOE appoints IHO	<b>6</b> Non- complainant sends response to complainant	<b>7</b> Notice deemed sufficient (unless notified)	<b>8</b> If receives notice of insufficiency ----- IHO determines sufficiency on face of motion or notice
<b>TYPE OF APPEAL</b>								
<b>School-age Child</b>	within 2 years of date parent knew or should have known of alleged action	upon receipt or filing of complaint, if not previously sent	immediately or within 2 business days of 1	within 24 hours of 3	immediately after 4	within 10 days of 1	within 15 days of 1	within 5 days of 7
<b>Pre-school Child</b>								
<b>Expedited Due Process Hearing</b>	<b>9</b> If no prior written notice sent to parents regarding matter of complaint, D must send response to the parents	<b>10</b> Convene or waive resolution process	<b>11</b> If settlement reached execute binding written agreement	<b>12</b> If not resolved at resolution process move to Impartial Due Process Hearing	<b>13</b> Parties disclose evidence	<b>14</b> Hearing or Prehearing conference begins	<b>15</b> IHO renders and mails decision	<b>16</b> If extensions granted, IHO renders and mails decision
<b>TYPE OF APPEAL</b>								
<b>School-age Child</b>	within 10 days of 1	within 15 days of 1	either party may void agreement within 3 business days	within 30 days of 1	5 business days prior to 14 (1st day of hearing)	within 14 days after triggering event (8 NYCRR 200.5[j][3][iii])	within 45 days of triggering event (8 NYCRR 200.5[j][5])	within 14 days after IHO closes record
<b>Pre-school Child</b>								
<b>Expedited Due Process Hearing</b>	resolution meeting to occur within 7 days of 1;	resolution meeting to occur within 7 days of 1;		Hearing will proceed unless resolution reached within 15 days of 1		hearing to occur within 20 school days of 1	within 30 days of triggering event (8 NYCRR 200.5[j][5])	No extensions permitted

**Please Note: The above chart is for informational purposes only. It does not establish any obligations beyond those set forth in law or regulation. In the event the above conflicts with State or Federal law or regulation, the law or regulation shall control.** D stands for District. Mediation is available at all stages. District may establish procedures for Community Dispute Center to provide explanation of benefits of mediation.