



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF EDUCATION  
JUDY A. JEFFREY, DIRECTOR

(Date)

Dear (Parents/Guardian – fill in names):

Because you are a parent involved in a special education due process complaint (hearing), the Department must tell you about any free or low-cost legal and other relevant services that may be available to you. You are not required to have a lawyer or other representation for the due process hearing; however, if you want assistance, these services may be available. Feel free to contact the agencies listed below. Each agency has its own rules for client eligibility. Some of these agencies have income and/or asset limitations, and some do not. Some of these agencies may charge a small fee or a sliding-scale fee for their services. Each agency will determine whether it will be able to assist you. Additionally, the Area Education Agency (AEA) may know of other lawyers in your area who may be able to assist you. Finally, you may wish to look in the “attorneys” or “lawyers” section of the telephone directory. Many lawyers offer free first office visits.

Lawyer Referral Services  
521 East Locust  
Des Moines, Iowa 50309  
(515) 280-7429; (800) 532-1108

Iowa Legal Aid  
1111 - 9th Street, Ste 230  
Des Moines, Iowa 50314  
(515) 243-1198; (800) 532-1275

Iowa P & A Services, Inc.  
950 Office Park Road  
West Des Moines, Iowa 50265  
(515) 278-2502; (800) 779-2502

Curt Sytsma  
Attorney at Law  
753 – 19th Street  
Des Moines, IA 50314

You will be receiving information about a resolution meeting that the district and AEA must offer to you. You will also be given a chance to be involved in mediation. I am including a document that may be helpful to you in better understanding resolution meeting and mediation requirements. In addition, it provides contact information about the Parent-Educator Connection in your district’s AEA.

Within five business days of the Department receiving the request for a hearing, the Department will contact you about your availability for a telephone conference call. If you do not have access to a phone, you will be contacted by mail.

If I may be of any further assistance, do not hesitate to contact me, or my assistant,  
\_\_\_\_\_ at (515) 281-\_\_\_\_\_ (or \_\_\_\_\_@iowa.gov).

Sincerely,

Grimes State Office Building - Des Moines, Iowa 50319-0146  
PHONE (515) 281-5294 FAX (515) 242-5988  
[www.iowa.gov/educate](http://www.iowa.gov/educate)

*Helping Communities Meet the Learning Needs of All Their Children and Adults*

Eric Neessen, Consultant  
Special Education Consumer Relations

Enclosures: *Procedural Safeguards Manual for Parents, October 2005*  
*Iowa Rules on Appeals*  
*Other Ways to Resolve Differences After a Hearing Request Without*  
*Necessarily Going Through a Hearing*