

Date

Name I  
Attorney at law  
Address  
City, State Zip

Name II  
Attorney at law  
Address  
City, State Zip

Parent  
Address  
City, State Zip

Superintendent  
Address  
City, State Zip

**RE: Student v. School District, DPH No. XXXX (or)  
In the matter of Student Name, DPH No. XXXX**

Dear Interested Parties;

This letter confirms that a telephone conference has been scheduled in the above matter for \_\_\_\_\_ (date) at \_\_\_\_\_ (time). The School District will arrange for the conference call and have a court reporter available to make the record. The purpose of this pre-hearing telephone call will be to discuss the following matters:

1. To determine if either party has any concerns to my serving as hearing officer in this matter. I believe there is no conflict of interest with any party to this matter and that I am able to fairly and impartially decide this dispute. If any party has a concern or objection to my appointment, I will consider the concern or objection in making a determination whether to disqualify myself.

2. To report on the current status of this matter.

A. Be prepared to report the date by which the *Receiver of the Due Process Complaint Notice* (parent or school district) will respond fully to every issue in the *Notice* to the other party.

B. Be prepared to report the date on which the parties to this dispute will come together in a resolution meeting. If no date has been pre-determined, be prepared to set a date at this time.

3. To estimate the length of hearing.
4. To determine the date and location of the hearing and whether it will be opened or closed.
5. To identify other problems, issues, or matters which either party feels merit discussion or would expedite the hearing process.
6. To discuss general rules regarding this hearing process, including lack of sufficiency, limitation of issues, amendments, requests for extensions of time, resolution agreements, preparation and exchange of witness and exhibit lists (with documents attached) and cancellation procedures.
7. To set a date for an additional pre-hearing conference to make specific preparation for the hearing.

Subsequent to the conference call, I will prepare a summary of what was discussed and agreed upon during the call. Each of you will be given the opportunity to correct, supplement, or object to the summary. At the commencement of the hearing I will place the summary on the record.

If at any time, either party has an issue that cannot be mutually resolved and would require my involvement, you may contact me by (email address)(letter /fax number)(contacting SERC). We will then set up another conference call as soon as possible to resolve the issue prior to the start of the hearing to avoid any possible delays.

Sincerely,

Hearing Officer