

**SPECIAL EDUCATION DUE PROCESS HEARING SYSTEM QUESTIONNAIRE  
FOR THE PARENT/STUDENT**

Your feedback is needed to ensure that the Special Education Due Process Hearing System operates effectively to resolve disputes in a timely manner. Please answer the following questions about the administration of the hearing system, the performance of the hearing officer, and the hearing decision. **Your response/comments will be used by the Virginia Department of Education to improve the due process hearing system and to evaluate individual hearing officers.**

**Please return this form to the: Office of Dispute Resolution and Administrative Services, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218.**

	Yes	No	N/A
<b>ADMINISTRATION OF THE HEARING SYSTEM: To be answered if parent/student initiated the hearing:</b>			
Did the school division promptly provide you with the model form for requesting a hearing when you first indicated that you were considering filing a request for a hearing?			
Was the form self-explanatory? If not, what did you not understand:			
Did the school division advise you of the availability of mediation when you first indicated that you were considering filing a request for a hearing?			
<b>To be answered regardless of who initiated the hearing:</b>			
Did the school division provide you with a copy of your procedural safeguards as soon as the hearing had been requested?			
Did you have questions the procedural safeguards document did not answer?			
If yes, please give examples:			
Did the school division give you as well as your attorney/representative prompt notice that a hearing officer had been appointed within five business days of a request for a nonexpedited hearing or three business days of a request for an expedited hearing (used in instances of disciplinary disputes)?			
Did the school division inform you of any free or low cost legal and other relevant services?			
<b>General Comments:</b>			

	Yes	No	N/A
<b>PERFORMANCE OF THE HEARING OFFICER</b>			
Did the hearing officer contact you (as well as your attorney/representative) promptly upon his/her appointment to serve as a hearing officer?			
Identify approximately how many days after the date of the appointment letter? _____			
Did the hearing officer ask for your input regarding the date, time and location for the hearing?			
Was the hearing scheduled at a date, time and location agreeable to you?			
Did the hearing officer hold a pre-hearing conference?			
If yes, did the pre-hearing conference allow you to clarify the issues to be determined and the procedures to be followed?			
Did the hearing officer issue a pre-hearing order that clearly set forth what was expected from each party with due dates?			
Did the hearing officer use legal terms in any correspondence that you did not understand?			
Please give an example if you remember:			
Did the hearing officer inform you of the alternative of mediation?			
Did the hearing officer ask you whether or not you wanted the hearing open to the public?			
Did the hearing officer help you with the procedure for ensuring that witnesses you needed were present for the hearing?			
Did the hearing officer attempt to maintain a fair and impartial atmosphere throughout the hearing?			
Please give an example:			
Did the hearing officer take charge of the hearing rather than deferring to either one of the parties?			
Please give examples:			
Did the hearing officer grant any extensions of timelines over your objection?			
Please give examples:			
Were the extensions in the best interest of your child?			

	Yes	No	N/A
Did the hearing officer appear knowledgeable of the requirements of both federal and state law and regulations?			
If not, please give examples:			
Did the hearing officer conduct the hearing in a professional manner showing the same respect and attention to both parties and their witnesses?			
Please give examples:			
<b>General Comments:</b>			
<b>HEARING DECISION</b>			
Did the hearing officer advise you of when to expect receipt of the hearing decision?			
Was the decision received within the timelines stated?			
Were you asked to agree to any extensions?			
Did the decision contain a preliminary statement that correctly identified the parties?			
Did the hearing decision provide specific findings of fact?			
Were there any disputed facts that the hearing officer incorrectly cited such as names, ages, schools attended, previous placements, etc.?			
If yes, please give examples:			
Was the decision written in a manner that you could understand?			
Did the decision accurately characterize the testimony of various witnesses?			
Did the decision include references to laws or regulations to support conclusions of law reached by the hearing officer?			
Did the decision suggest that the hearing officer was biased towards one party?			

	Yes	No	N/A
If yes, please give examples:			
Did the decision include a determination that the requirement of notice to the parent was satisfied?			
Did the decision include a determination of whether the child has a disability?			
Did the decision include a determination that the child needs special education and/or related services?			
Did the decision include a determination that the school division is providing a free appropriate public education?			
Did the hearing officer clearly identify what was being ordered as a result of the decision?			
If so, please give examples:			
Did the hearing officer make a ruling on every issue raised by either party?			
If not, did the hearing officer give a reason that a particular issue was not decided?			
Did the hearing officer's decision indicate who was the prevailing party on each issue?			
Did the hearing officer's decision explain any right to an appeal?			

ADDITIONAL COMMENTS/CONCERNS:

**THANK YOU FOR COMPLETING THIS EVALUATION QUESTIONNAIRE.**