

NOTICE TO LEAs REGARDING RESOLUTION SESSIONS

Pursuant to State and Federal law, school districts in a due process hearing have an obligation to convene a resolution meeting with the parent within 15 calendar days (7 calendar days in the case of an expedited hearing) of the date the due process hearing request has been received from the parent or, in the case of district-initiated hearing, the date the hearing request was transmitted to the Illinois State Board of Education (“ISBE”) and the parent. Please note that, per the direction of the US Department of Education, ISBE is obligated to render a **finding of non-compliance** against the district for failure to convene the meeting within the required timeline.

In the event a school district has difficulty in securing parent participation at a resolution session, the district should be prepared to present proof to ISBE of its efforts to convene the resolution session in a timely manner. As a result, districts are strongly encouraged to begin scheduling the resolution session as soon as possible after receiving a request for due process or initiating its own request.

Parties have the option to waive the resolution session or to engage in state-sponsored mediation as a substitute for the resolution process by mutual written consent of the district and the parent. You have been provided a Resolution Session Tracking Form for waiving the resolution session or opting to engage in state-sponsored mediation. Once the signed consent of both parties has been secured, you may convey this form to the attention of the ISBE Due Process Coordinator via mail, fax at 217-782-0372, or electronic facsimile (pdf format only) via email at aeulass@isbe.net (copy to malong@isbe.net). Please note that based on the timelines listed above, this form must be completed in advance of the **15th day** following the district’s receipt of the due process hearing request, or the initiation of its own due process request. In the event of an expedited hearing, the waiver or mediation form should be completed in advance of the 7th day following the initiation of the hearing request.

Upon securing a date for the convening of the initial resolution session, please contact the ISBE Due Process Coordinator via email at aeulass@isbe.net (copy to malong@isbe.net). Please include the date, time and location you have scheduled to convene the meeting. Additionally, please submit the Resolution Session Tracking Form as soon as possible and no later than the **16th day** of the timelines noted above.

Please contact the ISBE Due Process Coordinator, Andrew Eulass, at 217-782-5589 if you have questions.