

Office of Compliance & Review
Student Hearing Office

DUE PROCESS HEARING NOTICE

TO: [Redacted]
Parent and Legal Counsel, if known

Telephone: [Redacted]
Fax: [Redacted]
Email: [Redacted]

TO: [Redacted]
LEA or LEA Legal Counsel, if known

Telephone: [Redacted]
Fax: [Redacted]
Email: [Redacted]

FROM: Student Hearing Office Scheduling Coordinator

RE: Case Number: [Redacted] - [Redacted] v. [Redacted]

DATE: [Redacted] Attending School: [Redacted]

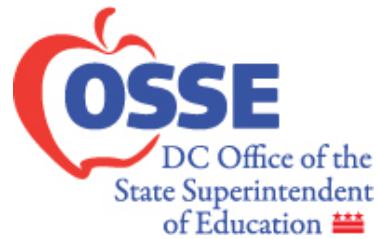
The Office of the State Superintendent of Education (OSSE), Student Hearing Office (SHO), received a due process complaint on [Redacted], 2008. The Hearing Officer appointed to this due process complaint and the Hearing Officer's telephone, fax number, and email address is:

The following dates and times have been provisionally scheduled in order to have a timely HOD if this matter is not resolved and proceeds to hearing:

Pre-Hearing Conference Date and Time: [Redacted]

Due Process Hearing Date and Time: [Redacted]

Unless otherwise assigned, all Due Process Hearings will be conducted at 1150 5th Street, S. E., Washington, D.C. 20003. Pre-Hearing Conferences will be telephonic, unless the Hearing Officer orders otherwise. If the parties have agreed in writing to waive the resolution meeting, the timeline for the conduct of the hearing and the issuance of the HOD commences the day after the written agreement. Therefore the parties must file the written agreement with the SHO with a copy to the Hearing Officer as soon as possible. [Please note: On February 21, 2008, DCPS notified the Student Hearing Office that it will agree to waive resolution meetings in all cases where a complaining party requests such a waiver. Until such time as DCPS notifies the SHO otherwise, the SHO will treat the applicable timelines as beginning the day after a complaint requesting such a waiver is filed.]



Important Information on the reverse side

THIS IS A PROVISIONAL NOTICE: It is the Hearing Officer who will set the pre-hearing conference and hearing date and time. If you are unavailable for the above pre-hearing conference date and/or time, please confer with the other party and contact the Hearing Officer with an alternative date and time. The date and time for the hearing will be set during the pre-hearing conference. You will have the opportunity during the pre-hearing conference to inform your appointed Hearing Officer if you are unavailable for the provisional date and/or time for your hearing, and to specify a date and/or time when you are available. Once all parties have been contacted by their appointed Hearing Officer and a pre-hearing conference had been concluded, a scheduled hearing date and/or time may be modified only by a motion for a continuance.