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OFFICE OF ADMINISTRATIVE HEARINGS  
11101 GILROY ROAD, UNIT E/CLERK'S OFFICE  
HUNT VALLEY, MARYLAND 21031  
(410) 229-4294 FAX (410) 229-4277  
[www.oah.state.md.us](http://www.oah.state.md.us)

## REQUEST FOR MEDIATION and DUE PROCESS COMPLAINT

### This dispute regards:

- INFANTS & TODDLERS EARLY INTERVENTION SERVICES**  
(PART C OF IDEA AND COMAR 13A.13.01.11 and .12)
- SPECIAL EDUCATION SERVICES**  
(PART B of IDEA and COMAR 13A.05.01.15)

### Check all that apply:

- I am requesting mediation.** I understand that the Office of Administrative Hearings will schedule the mediation within approximately 20 days from receipt of this request if the other party agrees to mediate.
- I am filing a due process complaint.** I do not want to try to resolve the dispute through mediation. I understand that the public agency is required to schedule and convene a resolution meeting within 15<sup>1</sup> days of receipt of this complaint, unless the parties agree to waive the meeting.
  - I am willing to waive the resolution meeting. I understand that if the public agency or local infants and toddlers program does not also agree to waive the resolution meeting, I will be required to attend a resolution meeting.

- I am filing a due process complaint and requesting we try mediation to resolve the dispute.** I understand that if the other party does not want to attend mediation, the public agency or local infants and toddlers program will schedule a resolution meeting to be held within 15 days<sup>1</sup> of receipt of this complaint, unless the parties agree, in writing, to waive the session. If both parties agree to mediate, it will be scheduled within approximately 20 days of receipt of this request so as not to delay the due process hearing.

**NOTE: THE PARTY FILING THIS COMPLAINT MUST BE AVAILABLE TO PARTICIPATE IN A RESOLUTION MEETING WITHIN 15 DAYS OF THE DATE THE COMPLAINT IS FILED UNLESS:**

- **THE RESOLUTION MEETING IS WAIVED BY BOTH PARTIES;**
- **THE PARTIES AGREE TO MEDIATION; or**
- **THE RESOLUTION MEETING IS NOT REQUIRED BECAUSE THE COMPLAINT WAS FILED BY THE PUBLIC AGENCY OR LOCAL INFANTS AND TODDLERS PROGRAM.**

<sup>1</sup>If a due process complaint is filed on behalf of a child with a disability who is not currently receiving educational services, or regarding placement in an interim alternative education setting or a manifestation determination, the Office of Administrative Hearings is responsible for scheduling an expedited due process hearing upon proper notice. This hearing must occur within 20 school days of the date the complaint requesting the hearing is filed. A resolution meeting must occur within 7 days of receiving notice of the due process complaint unless it is waived by both parties (34 CFR §300.532 and COMAR 13A.05.01.15(C)).

CHILD'S INFORMATION:

Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Public Agency or Local Infants and Toddlers Program currently providing services (if applicable): \_\_\_\_\_

Public Agency or Local Infants and Toddlers Program against which the allegations are made (if different): \_\_\_\_\_

Check one, if applicable\*:

The child is not currently receiving services OR

The dispute is over a manifestation determination, or a change in placement due to behaviors resulting in disciplinary actions.

PERSON FILING THE REQUEST:

Name: \_\_\_\_\_

Address (if different from child's): \_\_\_\_\_

Phone: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (Cell) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to student:  Parent  Legal Guardian  Public Agency  Self  Parent Surrogate

ATTORNEY/REPRESENTATIVE (if applicable):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Accommodations are required as follows (please be specific):

Foreign Language Interpreter: \_\_\_\_\_  Special Communication: \_\_\_\_\_  
(specify) (specify)

Sign Language Interpreter  Special Accommodations for Disability: \_\_\_\_\_  
(specify)

Other: \_\_\_\_\_  
(specify)

**Please Provide ALL of the Additional Required Information:**

In accordance with the Individuals with Disabilities Education Act (IDEA), if you are filing a due process complaint you must provide a description of the problem(s) to be reviewed at the hearing, including relevant facts and a proposed resolution to the problem(s) (attach additional paper, if necessary).

If the due process complaint does not meet the content requirements identified in the IDEA, the receiving party may challenge the sufficiency of the complaint.

If you are requesting mediation, providing this information will help the mediator.

If additional space is needed to respond to the following, please attach additional paper.

**Description of the problem(s) and relevant facts:**

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**Description of proposed resolution:**

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If you need additional information regarding mediation and due process hearings, please refer to the procedural safeguards document provided to you by either the public agency or the local infants and toddlers program. You may wish to review *A Parent's Guide to Frequently Asked Questions about Mediation*, *A Parent's Guide to Frequently Asked Questions about Due Process*, and relevant federal and State law and regulations, which can be obtained from the MSDE website at [www.marylandpublicschools.org](http://www.marylandpublicschools.org). You may also contact the Office of the Director of Special Education in your local school system, the Infants and Toddlers Program Director of the program responsible for the child's early intervention services, or the MSDE Division of Special Education/Early Intervention Services.

**You must forward a completed copy of this *Request for Mediation and Due Process Complaint* form to BOTH:**

- **The opposing party (the Director of Special Education in your local school system or the Infants and Toddlers Program Director responsible for the provision of the child's services); AND**
- **The Office of Administrative Hearings.**

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Signature of Applicant and Date

(Rev.1/2013)

**FREE OR LOW COST ASSISTANCE FOR  
SPECIAL EDUCATION DISPUTES**

Following is a list of attorneys and advocacy organizations that may provide legal and other services to individuals in special education disputes.

**Legal Aid Bureau, Inc.**

229 Hanover Street  
P.O. Box 907  
Annapolis, MD 21404  
410-972-2700  
800-666-8330

500 East Lexington Street  
Baltimore, MD 21202  
410-951-7777  
800-999-8904

103 S. Hickory Avenue  
Bel Air, MD 21014  
Northeastern MD  
(Cecil & Harford Counties)  
410-836-8202  
800-444-9529

110 Greene Street  
Cumberland, MD 21502  
Western MD  
(Allegany & Garrett Counties)  
301-777-7474  
866-389-5243

106 N. Washington Street  
Suite 101  
Easton, MD 21601  
Upper Eastern Shore  
(Caroline, Kent, Queen Anne's &  
Talbot Counties)  
410-763-9676  
800-477-2543

22 South Market Street  
Suite 11  
Frederick, MD 21701  
Midwestern MD  
(Carroll, Frederick & Washington  
Counties)  
301-694-7414  
800-679-8813

**Legal Aid Bureau (con't)**

P.O. Box 249  
Route 231  
Hughesville, MD 20637  
Southern MD  
(Calvert, Charles & St. Mary's  
Counties)  
301-932-6661  
877-310-1810

8401 Corporate Drive, Suite 200  
Landover, MD 20785  
Metropolitan MD  
(Prince George's County)  
301-560-2101  
888-215-5316

600 Jefferson Plaza, Suite 430  
Rockville, MD 20852  
(Montgomery County)  
240-314-0373  
855-880-9487

111 High Street  
P.O. Box 4116  
Salisbury, MD 21801  
410-546-5511  
800-444-4099

29 West Susquehanna Ave.  
Suite 305  
Towson, MD 21204  
410-427-1800  
877-878-5920  
[www.mdlab.org](http://www.mdlab.org)

**Maryland Disability Law Center  
(MDLC)**

1500 Union Avenue  
Suite 2000  
Baltimore, MD 21211  
410-727-6352  
410-727-6387 TDD  
800-233-7201  
[www.mdlcbalto.org](http://www.mdlcbalto.org)

**Kennedy Krieger Institute**

Maureen van Stone, Esq., M.S.  
Director, Project HEAL  
716 N. Broadway, Office 106  
Baltimore, MD 21205  
(443) 923-4416  
(443) 923-4414 (Intake line)  
[vanstone@kennedykrieger.org](mailto:vanstone@kennedykrieger.org)

Mallory Finn, Esq.  
Staff Attorney, Project HEAL  
716 N. Broadway, Office 111  
Baltimore, MD 21205  
(443) 923-9571  
(443) 923-4414 (Intake line)  
[finnm@kennedykrieger.org](mailto:finnm@kennedykrieger.org)

**Parents' Place of Maryland**

(provides parent support and  
training)

801 Cromwell Park Drive  
Suite 103  
Glen Burnie, MD 21061  
410-768-9100  
[www.ppmmd.org](http://www.ppmmd.org)

**University of Maryland Clinical  
Law Office**

500 West Baltimore Street  
Baltimore, MD 21201  
410-706-3295  
<http://www.law.umaryland.edu>

**Family Support Services /  
Partners for Success**

You may wish to contact the  
special education office for your  
local school system to find out  
about Family Support Services,  
Partners for Success, or similar  
services that may be available to  
provide assistance.