



Date

Superintendent or Designee
School/district
Address

RE: File number (PRE – XXX)

Dear Supt. **(last name)**:

Enclosed is a photocopy of a request for a preappeal conference filed in this office on **(Date)**. The preappeal is a voluntary option available in an attempt to resolve differences between parties. The process promotes communication, mutual respect, and identification of common ground.

If you have not been involved in a preappeal before, you may want to contact the AEA special education director who can provide you with the names of other districts that have had prior experience with the preappeal conference. Because the preappeal process has a high success rate for resolving differences, parents and educators generally are extremely supportive of the preappeal conference.

Attached is an electronic version of the Special Education Preappeal Conference Checklist, Copy of request for preappeal and the Timeline expectations. You will need to return (electronically) the completed Special Education Preappeal Conference Checklist form (and certain records, such as the most recently developed IEP). This is to be sent within **10 business days of receipt of the notice**, copying the parent, parent's attorney if applicable, mediator, and other pertinent parties appropriate. If the parent does not have access to electronic mailings, please send the completed checklist and the specified records in the mail. (We are trying to eliminate copying and sending records through the mail, when possible.)

The student's complete school record shall be made available for review by the parent prior to the conference, if requested in writing by the parent at least ten calendar days before the preappeal. The individual's complete school record shall be available to the participants at the preappeal conference. **All items you send to the Department must also be sent to the parent/s.**

The next step in the process is to arrange for a conference call with the mediator to schedule a date, time, and location of the preappeal (if everyone agrees to participate). If you have an attorney, please contact Michelle Ray by phone at (515) 281-5494 or e-

Grimes State Office Building - Des Moines, Iowa 50319-0146

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mail at Michelle.Ray@iowa.gov with the name, address, and phone number. Then, you must contact your attorney and provide dates and times you -- or your designee -- would be available to participate in the conference call. Your attorney will contact Michelle with your information. If you do not have an attorney, please let Michelle know, and she will work with you directly in getting your available dates and times.

If you have any questions, do not hesitate to contact me at (515) 281-5766 or DeeAnn.Wilson@iowa.gov

Sincerely,

Dee Ann L. Wilson, Consultant
Iowa Department of Education
Bureau of Student and Family Support Services
400 East 14th Street
Grimes State Office Building
Des Moines, Iowa 50319
FAX: 515.242.6019

DLW:mr

Enclosures: Copy Special Education Preappeal Conference Checklist, Copy of request for preappeal, Timeline expectations

cc: **Parent/s (Do not include copy of request for preappeal)**
Parent/s attorney, if there is one (Do not include copy of request for preappeal)
AEA Spec. Ed. Director
Principal
Mediator
File