

May 19, 2011

«SuperintendentName»
«DistrictName»
«DistrictAddress»
«DistrictCity», «DistrictState» «DistrictZipcode»

RE: Resolution Session in the Matter of
«StudentFullname» vs. «DistrictName»
Case Number «CaseNumber»

Dear «SuperintendentName»:

Both the Federal Individuals with Disabilities Education Act (“IDEA”) and the Illinois School Code require parties to a due process hearing to meet in a **resolution session**. The first “meeting” must occur within 15 days of the date the due process hearing was initiated. We are providing you with this letter to remind you of your obligation to participate in this meeting, which should occur by «ResolutionStartByDate».

The meeting need not occur if both the parent and the district agree in writing to:

- a) participate in a State-sponsored mediation to resolve the due process request; or
- b) waive the resolution process completely and proceed to hearing.

Once you have scheduled your initial resolution meeting, the representative for the school district should contact the ISBE Due Process Coordinator, Andrew Eulass, via email immediately and provide the date, time and location of the initial meeting. Mr. Eulass may be emailed at aeulass@isbe.net (copy to malong@isbe.net).

In addition, please complete the enclosed Resolution Session Tracking Form, as appropriate. If you and the parent (or parent representative) agree either to waive the resolution session entirely or agree to opt for resolution, please submit the form to this office as soon as you have obtained the necessary signatures from the parent or parent representative. If you and the parent plan to go forward with the resolution session, please submit the enclosed tracking form at the conclusion of the resolution session.

Should you have questions concerning the completion of the Resolution Session Tracking Form, you are encouraged to contact Mr. Eulass at 217-782-5589. For more information on the Resolution Process, you are encouraged to review pages 103 to 106 of ISBE’s current Educational Rights Guide located at http://www.isbe.net/spec-ed/html/parent_rights.htm.

In the event that you experience difficulties with the scheduling and completion of the Resolution Session, please contact the ISBE for further information. Note that no extensions of time for completing the resolution session will be granted except by order of your Impartial Hearing Officer due to the non-participation of one or both of the parties in an otherwise mandated Resolution Session.

Thank you for your cooperation.

Sincerely,



Andrew C Eulass
Due Process Coordinator
Illinois State Board of Education

Enclosure (Resolution Session Tracking Form)

cc: Parent and Parent Representative
Impartial Due Process Hearing Officer