

May 6, 2008

Ms. Smith
101 Baldwin Street
Raleigh, North Carolina 27601

Dear Ms. Smith,

Under the Individuals with Disabilities Education Improvement Act (IDEA), when a parent files a request for a special education due process hearing with the Office of Administrative Hearings, the school district must convene a Resolution Meeting within fifteen days of the date it received your petition. A Resolution Meeting is an informal meeting between those who requested the hearing and relevant members of the student's IEP team that is held in order to attempt to address and resolve the issues cited in the petition. If both parties agree, the Resolution Meeting can be waived in favor of going forward with Mediation or the hearing. ***(DO NOT include the previous sentence if you are not willing to waive the meeting.)***

In order to provide for an opportunity to have your concerns addressed through a Resolution Meeting, relevant members of the IEP team from ABC Elementary School and I will be available for a Resolution Meeting on:

May 11, 2011
10:30 am – 1:00 pm
Room 684

North Carolina Department of Public Instruction
301 North Wilmington Street
Raleigh, NC 27601

You are encouraged to attend and participate in this Resolution Meeting. Under the IDEA, unless the parties jointly agree to waive the resolution process or to use mediation, the failure of a parent to participate in the resolution meeting will delay the timelines for the resolution process and due process hearing until the meeting is held. I have included with this letter a copy of a *Resolution Meeting Form* for you to complete and return to me by fax at 919-555-5555 before the above scheduled Resolution Meeting date.

We look forward to an opportunity to use this informal process in an effort to resolve your concerns. While the attendance of attorneys at resolution sessions is generally discouraged, if you plan to bring an attorney, please contact me via e-mail as soon as possible so that I can make arrangements for our legal counsel to attend as well. A copy of this letter with a copy of the *Procedural Safeguards* will be sent to you via U.S. Mail. If you have any questions, please contact me at the number above.

Respectfully,

Rita Resolution
Exceptional Children Director

c Kim Hausen, OAH Records Clerk
Lynn Smith, North Carolina Due Process Liaison
_____, Superintendent
_____, School Attorney
_____, Parent Attorney