

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION
USERS' GUIDE TO ADMINISTRATIVE PROCESS

101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-4034
Citizens Services Line 1-800-339-9900

REQUEST FOR NEUTRAL CONFERENCE

Before school district calls the Department to request a Neutral Conference session, each party ("side") must have determined who the participants will be for their "side" and the two parties must have picked 4 specific days which are mutually convenient and must state what issue(s) is/are to be mediated.

A. Date: _____ (Please See "H" Below)

B. Person making the request
Name: _____ SAU _____ Title: _____
Representing LEA (Name) _____
Mailing Address: _____
Telephone #: _____

C. Re: Student
Name of student: _____
DOB: _____ Educational Handicap(s): _____
Current placement: _____

D. Name(s) of individuals who will represent the student
*1. Name: _____
Title/Relationship to student: _____
Mailing Address: _____
Daytime phone: _____ Evening Phone: _____
2. Name: _____
Title/Relationship to student: _____
Mailing Address: _____
Daytime Phone: _____ Evening Phone: _____
3. Name: _____
Title/Relationship to student: _____
Mailing Address: _____
Daytime Phone: _____ Evening Phone: _____

E. Name(s) of individuals who will represent the school district
*1. Name: _____
Title/Relationship to student: _____
Mailing Address: _____
Daytime Phone: _____ Evening Phone: _____
2. Name: _____
Title/Relationship to student: _____
Mailing Address: _____
Daytime Phone: _____ Evening Phone: _____

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3. Name: _____
Title/Relationship to student: _____
Mailing Address: _____
Daytime Phone: _____ Evening Phone: _____

F. Individual in "E" above who has written authority to make decisions and firm commitments on the part of the school district:

G. Issue(s) (brief phrase below)

1. _____
2. _____
3. _____

H. Is/Are the issue(s) presently the subject of a complaint under Ed 1121? Yes _____
No _____

I. Time Frame: Has an Impartial Due Process Hearing been requested? Yes _____
No _____

If yes, what date was Day #1 of the 45 day period? _____ Please determine the date which is mutually convenient to all participants before calling. Generally, mediation will be held during the third week period of the 45-day period, so requests must be made during the first week (before Day 7).

*Primary person to contact regarding details, arrangements, or changes. The primary contact person is the only one to receive communication from the Department.