

## REQUEST FOR SPECIAL EDUCATION DUE PROCESS HEARING

You may choose not to use this form to officially request a due process hearing; however, the law requires that due process hearing requests must include the information contained on this form. A checklist for you to use before mailing/faxing the completed form is on the last page of this form. All due process hearing requests must be signed.

Whether you decide to use this form or prepare your own hearing request, you are required by federal law and state regulations to send a copy of your request to the school district or opposing party.

|  |                               |
|--|-------------------------------|
| <b>1. Student Information</b>                  |                               |
| Name: _____                                    | Date of Birth: ____/____/____ |
| Address: _____                                 |                               |
| City: _____                                    | State: _____ Zip: _____       |
| Phone number: _____                            | Alternate phone number: _____ |
| Name of campus student attends/attended: _____ |                               |

|                                 |                                |
|---------------------------------|--------------------------------|
| <b>2. Requestor Information</b> |                                |
| Requestor Name: _____           | Relationship to student: _____ |
| Address: _____                  |                                |
| City: _____                     | State: _____ Zip: _____        |
| Phone number: _____             | Alternate phone number: _____  |
| Fax number: _____               | Email address: _____           |

|   |
|---|
| <b>3. Violation Information</b>   |
| <p><i>Your due process hearing request must allege a violation of the Individuals with Disabilities Education Act (IDEA), its implementing regulations, and/or La. Bulletin 1706. The alleged violation must have occurred not more than one year prior to the date the request is received by the school district.</i></p> <p>Attach pages with additional information or allegations as needed. (Additional pages attached <input type="checkbox"/>)</p> <p>a. What is the alleged violation? (Describe the nature of the problem.)</p> <p>b. What are the facts on which the allegation is based?</p> <p>c. What are significant dates and events that may be relevant to this allegation?</p> <p>d. If you have a proposal for how the issue stated in (a) could be resolved, please describe your proposal.</p> <p>e. What documents supporting the facts should be reviewed by the Department regarding this allegation? (Optional)</p> |

