

Sample Letter - Due Process Hearing Request

Ms. Bonnie Blue
Address
City, State Zip
Telephone Number

Date

Special Education Hearing Office
Institute for Administrative Justice
McGeorge School of Law
3200 Fifth Av
Sacramento CA 95817

To whom it may concern:

I am writing to request a due process hearing for my son, Bob Blue. His disability is _____. His address is _____. His date of birth is _____. He is in the _____ grade. He is attending the _____ school, in the _____ school district. Bob resides in the _____ school district. I am the parent/guardian of Bob. My residence address and telephone number are as noted above.

Besides the _____ school district, the _____ public agency is involved in the assessment/provision of special education or related services in Bob's Individualized Education Program (IEP).

I am requesting this due process proceeding because the school/agency and I are in disagreement on the following circumstances/issues:

1. _____, 2. _____, and 3. _____.

I propose that these disputed issues can be resolved as follows:

1. _____, 2. _____, and 3. _____.

As noted below, as a courtesy, I have sent a copy of this letter to _____, the superintendent of my school district.

Please send me a copy of the Special Education Hearing Office Notice of Procedural Safeguards and any amendments or subsequent revisions of this Notice. Please contact me as soon as possible to advise me of the dates of the due process hearing, as well as the name and telephone number of the proposed mediator.

Very truly yours,

Bonnie Blue

cc: _____, school district superintendent; _____, educational advocate