_____ _____
Reference Number Date of Request

Notice of Parent's Request for Special Education Due Process Hearing

A signed copy of this due process hearing notice must be sent to the School Superintendent or Special Education Director at the business office of the school and to KSDE, Special Education Services, 120 S.E. 10th Ave. Topeka, Kansas 66612. If you have questions regarding special education or due process hearing rights or requirements, you may contact the Kansas State Department of Education at 1-800-203-9462.

I have a complaint about the identification, evaluation, or educational placement of my child or the provision of a free appropriate public education to my child. Therefore, I submit this request for an expedited special education due process hearing and include the following required information.

Name of Parent(s): _____

Address (if different from child): _____
(or contact information if homeless)

City/State/Zip: _____

Telephone: (_____) _____

Student Name: _____

Disability: *(optional information)* _____

Address: _____
(or contact information if the child is homeless)

City/State/Zip: _____

Telephone: (_____) _____

Name, address, and telephone number of USD.

Name of School: _____

USD Number and Name: _____

Address: _____
optional

Telephone: (_____) _____
optional

Additional information:

- I have been informed that (a) I have a right to initiate an due process hearing relating to concerns I have about the identification, evaluation, or placement of my child or the provision of a free appropriate public education to my child; (b) I must make my request for a due process hearing within 2 years of the date I knew or should have known of the action that forms the basis of this complaint; and (c) the 2 year time limit may be extended if the school district prevented me from requesting the hearing through specific misrepresentations that it had resolved the problem or if the school district withheld information that it was required by law to give me..
- I understand that organizations providing **free or low-cost legal and other relevant services**, are listed in the school's notice of parent rights. The primary organizations in Kansas that provide these services are Kansas Legal Services 1-800-723-6953 and to the Disability Rights Center of Kansas 1-877-776-1541. Families Together (1-800-264-6343) is the Parent Information Center and can help parents understand their rights and due process procedures. I also understand that I may obtain a copy of the notice of parent rights explaining my due process rights from the school upon request

- **I understand that a mediation process is also available to help resolve special education disputes**. The costs of mediation are borne by the state, there are no costs for mediation to either the parents or the local school district. The mediator is an impartial professional who is: (a) knowledgeable in special education law; (b) not connected with the school district; and (c) selected for the mediation by the state department of education.
- In addition, I understand that the school must meet with me within 15 days of receiving this notice for a due process hearing to attempt to resolve the problems stated in this due process notice. However, a meeting is not required if the school and I agree, in writing, to waive such meeting or agree to use the mediation process.

A description of each problem, including the facts related to each problem, and a proposed resolution for correcting each problem.	
PROBLEM 1:	
Related Facts	
Proposed Resolution	
PROBLEM 2:	
Related Facts	
Proposed Resolution	

(Please add additional pages if necessary)

_____ _____

Date Signature of Parent or Attorney