

NOTICE OF PARENT’S REQUEST FOR DUE PROCESS HEARING

(Send a signed copy of this due process hearing notice to the School Superintendent or Special Education Director at the business office of the school and a copy to the Kansas State Department of Education, Special Education Services Team, 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 impartial special education due process hearing and include the following required information.

1. My name, address, and telephone number.

Name: _____

Address: _____

Telephone: _____

2. The name, category of disability and address of my child.

Name: _____ Disability _____

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

3. The name, address, and telephone number of my child’s school.

Name of School: _____ USD # _____

Address: _____

Telephone Number: _____

4. A description of each problem, including the facts related to each problem, and a description of what I think needs to be done to correct each problem.
5. I have been informed that (a) I have a right to initiate a 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 also understand that a mediation process is available, at no cost, to help resolve disputes, and that organizations providing low cost legal and

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other relevant services are listed in the school's notice of parent rights. In addition, I understand that the school must meet with me prior to 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. 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.

(Please add additional pages, if necessary)

PROBLEM 1: _____

FACTS RELATED TO PROBLEM 1: _____

PROPOSED RESOLUTION OF PROBLEM 1: _____

PROBLEM 2: _____

FACTS RELATED TO PROBLEM 2: _____

PROPOSED RESOLUTION OF PROBLEM 2: _____

Date

Signature of Parent or Attorney