Department of Education & Workforce

Dispute Resolution Section

Resolution Meeting Tracking Form

Due Process Case # _____

ATTENTION Educational Agency (EA):[1] The Ohio Department of Education's Dispute Resolution Section collects data on the due process resolution meeting outcomes to comply with federal requirements.

When a parent or student files a request for a due process hearing, the EA is required to hold a resolution meeting within 15 calendar days of receiving the due process hearing request (within seven calendar days for an expedited request).

Upon completion of the Resolution Meeting, a representative of the EA must complete this document.

This document can be mailed or scanned and sent in an email attachment to: Ohio Department of Education, Dispute Resolution Section, ATTN: Dispute Resolution Section, 25 S. Front St., Mail Stop 409, Columbus, OH 43215; or email: OECDueProcess@education.ohio.gov

NOTICE OF RESOLUTION MEETING OUTCOME (To be completed by the EA)

Parent(s) _____

Student _____

EA _____

Authorized EA Representative (Print Name) _____

Signature _____ Date _____

Resolution Meeting:

1. Was a Resolution Meeting held? ☐ **Yes** Date held: _____ ☐ **No**

   If "**no**," please indicate the reason. (Check one)

   - ☐ The parties agreed in writing to waive the Resolution Meeting
   - ☐ The parties agreed to use mediation.
   - ☐ The parent failed to participate in the Resolution Meeting despite reasonable efforts from the EA to obtain parent participation. (Please describe your efforts in the "Comments" section below and attach any applicable documentation.)
   - ☐ The due process complaint was withdrawn prior to the Resolution Meeting due date.
   - ☐ The EA failed to convene the Resolution Meeting by the 15th day.

2. If a Resolution Meeting was held, was a written settlement agreement completed? ☐ Yes ☐ No

COMMENTS: _____

[1] This includes Community Schools