

Resolution Meeting Tracking Form

Due Process Case # _____

ATTENTION SCHOOL DISTRICT:¹ The Ohio Department of Education and Workforce's Office for Exceptional Children 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 district 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 district must complete this document.

This document can be mailed, faxed or scanned and sent in an email attachment to: Ohio Department of Education and Workforce, Office for Exceptional Children, ATTN: Carol Baker, 25 S. Front St., Mail Stop 409, Columbus, OH 43215; fax: (614) 728-1097; or email: Carol.Baker@education.ohio.gov.

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

Parent(s) _____

Student _____

School District _____

Authorized District 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 district 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- The due process complaint was withdrawn prior to the Resolution Meeting due date _____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 district 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