

IMPARTIAL DUE PROCESS HEARING FORMS

The Impartial Due Process Hearing Forms must be used in connection with requests for Special Education Impartial Due Process Hearings. These forms reflect changes in the hearing process as a result of the reauthorization of IDEA. The forms are to be used as follows:

PARENT FORMS

Request For Hearing

This form should be available at all conferences and must be given or sent to parents or, upon request, to their representatives as soon as they request a hearing to address issues of identification, evaluation, placement, or the provision of a free appropriate public education. Both sides of the form are to be completed, **in full**, by the parents or their representative and sent by them to the Arkansas Department of Education, Special Education Unit.

Request For An Expedited Hearing Regarding A Disciplinary Action

This form should also be available at special education conferences addressing student discipline [suspension beyond ten (10) consecutive school days or expulsion] and must be given or sent to parents or, upon request, to their representative, when they request an expedited hearing, because the parent disagrees with any decision regarding placement under 34 CFR 300.530 and 300.531, or the manifestation determination under 34 CFR 300.530(e). Both sides of the form are to be completed, **in full**, by the parents or their representative and sent by them to the Arkansas Department of Education, Special Education Unit.

Mediation Process

This form should be available at all conferences and must be given to parents or, upon request, to their representative when they request either type of hearing.

PUBLIC AGENCY FORMS

Request For Hearing

This form must be used when the public agency (LEA) requests a hearing to address issues of identification, evaluation, placement, or the provision of a free appropriate public education. Both sides of the form are to be completed, **in full**, by the public agency's designee or legal representative and sent to the Arkansas Department of Education, Special Education Unit.

Request For An Expedited Hearing Regarding a Disciplinary Action

This form must be used when the public agency (LEA) requests an expedited hearing, as a result of a disciplinary action [suspension beyond ten (10) consecutive school days or expulsion], to address a need for an interim alternative educational setting for a child with a disability when the LEA believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others. Both sides of the form are to be completed, **in full**, by the public agency's designee or legal representative and sent to the Arkansas Department of Education, Special Education Unit.