

SPECIAL EDUCATION PROGRAMS AND SERVICES (CONTINUED)
(EDUCATIONAL RIGHTS OF THE HANDICAPPED)

Explanation of the Procedural Safeguards
Available to Parents of Students with Disabilities

Complaint Resolution and Mediation:

It is our hope that differences between the district and parent can be resolved with a minimum of delay and arbitration. For that purpose we provide parents with an opportunity for a district conference.

If a district conference is unsuccessful in resolving these differences, complaints may also be referred in writing to the Division of Program Compliance, ISBE, for review, investigation, and action within 60 days.

Mediation is a voluntary alternative to a due process hearing that provides a means of resolving disagreements regarding the appropriateness of special education and related services.

Requesting a Due Process Hearing:

A parent or local district may initiate a due process hearing regarding the district's proposal or refusal to initiate or change the identification, evaluation, or educational placement of a student or the provision of a free, appropriate public education. A request for a due process hearing cannot be denied for any reason.

A parent request for a hearing must be made in writing to the superintendent of the district in which the student resides.

The parent or attorney representing the student must include the following information in a request for due process hearing.

- 1) Name and address of student;
- 2) Name of school attended;
- 3) Description of the nature of the problem of the student relating to such proposed initiation of change, including facts relating to the problem; and
- 4) A proposed resolution of the problem to the extent known and available to the parent at the time.

A model form requesting a due process hearing shall be made available to the parent upon request.

Within 5 school days of receipt of the request for hearing, the district will contact ISBE by certified mail to request the appointment of an impartial hearing officer.

For a complete "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" please contact the Department of Special Education.

Parents wishing to request a district conference, mediation or hearing should send a written request to:

Dr. Alex Boyd, Jr., Superintendent of Schools
191 West 155th Place
Harvey, Illinois 60426-3426

A copy of the letter should be forwarded to Debora W. Matthews, Director of Special Education.

The director will be available to assist parents in scheduling a district conference and/or utilizing the hearing process. For additional information, please call the Department of Special Education at (708) 339-9500, extension 7124.