

Sample Letter #9: Request for a Due Process Hearing

You may request a due process hearing over issues regarding identification, evaluation, a change in your child's IEP or placement. Here are things to consider before filing for a due process hearing:

- Have you raised the issue with the IEP team?
- Have you tried to resolve this issue with the Director of Special Education?
- Have you considered using mediation to resolve this issue?
- Is this an issue for the Alaska Department of Education or the Office for Civil Rights?
- How long are you willing to wait for this issue to be resolved?
- Do you want your child to stay in their current educational placement until this issue is resolved?
- Have you documented your concern(s) in writing?
- Do you have all the records pertinent to the issue?

To file for due process hearing you can use the form provided by your school or download this form from the DEED website: www.eed.state.ak.us/tls/sped/word/DueProcessRequest.doc . Try to keep your information on the form short and to the point while including all the facts. Be sure to send a copy of this form to Department of Education and Early Development and the district's Director of Special Education. Remember to keep a copy of this form, making note of who received it and the date.

Send signed written complaint to:

Special Education Dispute Resolution
Alaska Department of Education & Early Development
Attn: Special Education Dispute Resolution
801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500

Or fax to: (907) 465-2806

Attention: Special Education Dispute Resolution