

**USD # _____
Notice to Parents of
Special Education Due Process Hearing**

A signed copy of this due process hearing notice must be sent to the student's parents and to KSDE, Special Education & Title Services, 900 SW Jackson St. Suite 620, Topeka, Kansas 66612

This notice is to inform you that USD _____ is initiating a special education due process hearing relating to the identification, evaluation, or educational placement of your child or the provision of a free appropriate public education to your child. Therefore, you are being provided with the following required information (which will also be provided to the hearing officer):

Parent must:

- **Within 5 days of receiving this notice**, you must advise us of any hearing officers on the enclosed list that you wish to disqualify. The hearing officers on the enclosed list are qualified special education due process hearing officers that are currently available to serve as the hearing officer for this case, along with a statement of the qualifications of each. **You have the right to disqualify any or all** of the hearing officers on the list and the school may appoint any hearing officer from this list who has not been disqualified by you. **If you disqualify all of the hearing officers on the list**, the school will, within 3 business days after receiving your notice of disqualification of all of the hearing officers on the list, notify the Kansas State Department of Education of the following: (a) your name and address; (b) the name and address of your attorney, if known; and (c) the names of the hearing officers who were disqualified by you. At that time, the school will request that the Kansas State Department of Education appoint a hearing officer for this case.
- **Within 10 days of receiving this notice**, you are required by law to send a response to the school district that specifically addresses the issues raised in this complaint.

Please refer to the notice of parent rights for a full description of your due process rights. If this is the first time a due process hearing has been requested regarding your child, a copy of the parent rights document is enclosed with this notice. The parent rights document is also available from the school district upon request or from the Kansas State Department of Education, Special Education Services web site, www.ksde.org.

Additional information:

- We are also required to inform you of **free or low-cost legal and other relevant services**. To fulfill this requirement, we refer you to Kansas Legal Services 1-800-723-6953 and to the Disability Rights Center of Kansas 1-877-776-1541. Families Together (1-800-264-6343) is the Parent Information Center and can help parents understand their rights and due process procedures.
- **A mediation process is also available to help resolve special education disputes**. The costs of mediation are borne by the state, there are no costs for mediation to either the parents or the local school district. The mediator is an impartial professional who is: (a) knowledgeable in special education law; (b) not connected with the school district; and (c) selected for the mediation by the state department of education.

Name, address, and telephone number of USD contact person.

Name: _____

USD Number and Name: _____

Address: _____

City/State/Zip: _____

Telephone: (_____) _____

Name of school attended: _____

Student Name: _____

Address: _____
(or contact information if the child is homeless)

City/State/Zip: _____

Telephone: (_____) _____

Name of Child's Mother: _____

Address (if different from child): _____
(or contact information if homeless)

City/State/Zip: _____

Telephone: (_____) _____

Name of Child's Father: _____

Address (if different from child): _____
(or contact information if homeless)

City/State/Zip: _____

Telephone: (_____) _____

A description of each problem, including the facts related to each problem, and a proposed resolution for correcting each problem.	
PROBLEM 1:	
Related Facts	
Proposed Resolution	
PROBLEM 2:	
Related Facts	
Proposed Resolution	

Date

Signature of authorized school representative