

Today's Date (include month, day, and year)

Your Name
Street Address
City, State, Zip Code
Your email address
Daytime telephone number

Name of person to whom you're writing
Title
Street Address
City, State, Zip Code

Re: Name of Child, Name of School, Purpose of Letter (Request Due Process Hearing)

Dear (Person's name),

I am writing to request a due process hearing on behalf of my child, (child's name), whose address is (give your child's address, even if it is the same as your own). He/she attends (name of school).

I have met with school personnel in an effort to resolve our differences concerning my son's/daughter's (IEP, placement, testing, or __) and have been unable to do so. The nature of our disagreement is as follows:

(Explain the problem with BRIEF statements of fact.)

(Consider listing the facts with bullets or numbers.)

An acceptable resolution of the problem would include:

(To the extent that you know how you want the disagreement to be resolved, state these facts here, again bulleting or numbering the items if possible.)

Please advise me as soon as possible as to the date and time of this hearing so that I can make the necessary arrangements. My daytime telephone number is (give your phone number).

I also request that this hearing be (open/closed) to persons other than those directly involved. (Child's name) will/will not attend the hearing. Thank you for your assistance.

Sincerely,

Your name

cc / copy sent to: your child's principal
your advocate or attorney

* Adapted from the National Dissemination Center for Children with Disabilities