

Documents Sent to Students Not Represented by Attorneys When OAH Opens Matter

- ◆ Request for Continuance of Initial Special Education Due Process Hearing Date and Initial Mediation Date (OAH 80)
- ◆ Request by Party to Dismiss Due Process Hearing Request (AOH 69)
- ◆ Notice of Procedural Safeguards (CDE, T07-037)
- ◆ What is Mediation? (OAH 75)
- ◆ Free/Reduced Cost Special Education Attorney Advocate List

Documents Sent to Students Represented by Attorneys When OAH Opens Matter

- ◆ Request for Continuance of Initial Special Education Due Process Hearing Date and Initial Mediation Date (OAH 80)
- ◆ Request by Party to Dismiss Due Process Hearing Request (AOH 69)
- ◆ Notice of Procedural Safeguards (CDE, T07-037)
 - Available on Special Education Resources Page
- ◆ What is Mediation? (OAH 75)

Documents Sent to Districts When OAH Opens Matter

- ◆ Request for Continuance of Initial Special Education Due Process Hearing Date and Initial Mediation Date (OAH 80)
- ◆ Request by Party to Dismiss Due Process Hearing Request (AOH 69)
- ◆ Notice of Resolution Session Outcome (OAH 68)

Location of Documents on OAH's Special Education Web Site

Special Education Home Page: <http://www.dgs.ca.gov/oah/SpecialEducation.aspx>

- ◆ Free/Reduced Cost Special Education Attorney Advocate List

Special Education Forms Page:

<http://www.dgs.ca.gov/oah/SpecialEducation/Forms.aspx>

- ◆ Request for Continuance of Initial Special Education Due Process Hearing Date and Initial Mediation Date (OAH 80)
- ◆ Request by Party to Dismiss Due Process Hearing Request (AOH 69)
- ◆ Notice of Resolution Session Outcome (OAH 68)

Special Education Resources Page:

<http://www.dgs.ca.gov/oah/SpecialEducation/Resources.aspx>

- ◆ Free/Reduced Cost Special Education Attorney Advocate List

OFFICE OF ADMINISTRATIVE HEARINGS (OAH)
STATE OF CALIFORNIA

**REQUEST FOR CONTINUANCE OF INITIAL SPECIAL EDUCATION DUE PROCESS
HEARING DATE AND INITIAL MEDIATION DATE**

INTRODUCTION: Upon receipt of a request for due process hearing and mediation, OAH issues a scheduling order which identifies a mediation date, the name of the assigned mediator, a prehearing conference and one date for hearing. These dates are set to insure compliance with federally mandated timelines, which cannot be changed except upon a showing of good cause. **This form may be used only when the parties mutually agree to continue the initial dates that were identified in the scheduling order.** If you agree to continue the case, the federally mandated timelines to issue a decision in the case will be extended. If you are making a second request for continuance, you may use this form, but you must also include an explanation identifying your reason for requesting the continuance. The form must be signed by all the parties when a change is requested.

MEDIATION: You must select a date for mediation that is within 30 days of the initial mediation date identified in the scheduling order. If the date for mediation is beyond 30 days, you must include an explanation why the date is requested. Mediation is a voluntary process and both parties must agree to participate. If either side does not wish to mediate the case, you may cancel the mediation below. Mediation cannot be held on the same day as the hearing.

HEARING: You must select dates for hearing that are within 90 days of the initial hearing date identified in the scheduling order. If the dates for hearing are beyond 90 days, you must include an explanation why the hearing dates are requested. Please select the total number of days both parties believe it will take to hear the matter. You may not request a trial setting conference in lieu of picking dates. If you cannot agree upon dates, each side should submit dates for hearing in writing within the next 90 days and OAH will pick the dates for hearing. You may also request that OAH set dates for you within 90 days of the initial hearing date.

PREHEARING CONFERENCE: You must also select a date for prehearing conference on a Monday or Friday that is within 7 to 10 days before the first date of hearing you selected. The prehearing conference must be at 10:00 a.m. or 1:30 p.m.

REQUEST FOR CONTINUANCE OF INITIAL SPECIAL EDUCATION MEDIATION DATE

Case Number: _____

Student Name: _____

Initial Mediation Date: _____

Requested Mediation Date and Time: _____

Please cancel the mediation without resetting.

REQUEST FOR CONTINUANCE OF INITIAL SPECIAL EDUCATION DUE PROCESS HEARING DATE

Initial Continuance Request

Second Continuance Request

Case Number: _____

Student Name: _____

Initial Hearing Date: _____

Requested Hearing Dates: _____

Prehearing Conference Date/Time: _____

The parties cannot agree upon hearing dates and ask that OAH set hearing dates within 90 days of the initial hearing date.

Explanation for second continuance or why dates are not within 90 days:

The parties agree to the dates for hearing and mediation selected above. Both parties understand and agree that by changing the due process hearing dates they are agreeing to extend the timeline for issuance of a decision.

(Signature of Parent/Representative)

Date

(Signature of District/Agency Representative)

Date

(Signature of Other Party/Representative)

Date

FOR OAH USE ONLY

The request of the parties has been reviewed for good cause and the request is:

___ GRANTED. The matter is continued to the dates requested by the parties.

___ DENIED. _____

IT IS SO ORDERED.

DATE: _____

Administrative Law Judge

OFFICE OF ADMINISTRATIVE HEARINGS (OAH)
STATE OF CALIFORNIA

REQUEST BY PARTY TO DISMISS DUE PROCESS HEARING REQUEST

- **Use this form when the matter is resolved or a party wants to withdraw the case.**
- **Once completed, FAX this form to OAH at 916-376-6319 OR mail a copy to OAH, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833.**

Case Number: _____

Student Name: _____

The party who filed the above referenced matter requests that OAH dismiss the due process hearing request for the following reason:

- Settlement of the case at the Resolution Session.
- Settlement of the case at Mediation or with the assistance of the Mediator.
- Settlement of the case outside of Mediation or Resolution Session.
- Withdrawal of the case as the parties do not wish to proceed to hearing at the current time.
- Other (Please provide brief explanation): _____

I hereby request that the Office of Administrative Hearings dismiss this matter. I have sent a copy of this letter to all the named parties to this matter notifying them of my request to dismiss.

(Signature of Parent/Representative)

Date

Printed Name

Special Education Rights of Parents and Children Under the Individuals with Disabilities Education Act, Part B

• Notice of Procedural Safeguards •

Revised January 2007

Note: The term school district is used throughout this document to describe any public education agency responsible for providing your child's special education program. The term assessment is used to mean evaluation or testing. Federal and state laws are cited throughout this notice using English abbreviations, which are explained in a glossary on the last page of this notification.

What is the Notice of Procedural Safeguards?

This information provides you as parents, legal guardians, and surrogate parents of children with disabilities from three (3) years of age through age twenty-one (21) and students who have reached age eighteen (18), the age of majority, with an overview of your educational rights or procedural safeguards.

The Notice of Procedural Safeguards is required under the Individuals with Disabilities Education Act (in English, referred to as IDEA) and must be provided to you:

- ❖ When you ask for a copy;
- ❖ The first time your child is referred for a special education assessment;
- ❖ Each time you are given an assessment plan to evaluate your child;
- ❖ Upon receipt of the first state or due process complaint in a school year; and
- ❖ When the decision is made to make a removal that constitutes a change of placement.

(20 USC 1415[d]; 34 CFR 300.504; EC 56301[d] [2], EC 56321, and 56341.1[g] [1])

What is the Individuals with Disabilities Education Act (IDEA)?

IDEA is a federal law that requires school districts to provide a "free appropriate public education" (in English, referred to as FAPE) to eligible children with disabilities. A free appropriate public education means that special education and related services are to be provided as described in an individualized education program (in English, known as IEP) and under public supervision to your child at no cost to you.

May I participate in decisions about my child's education?

You must be given opportunities to participate in any decision-making meeting regarding your child's special education program. You have the right to participate in

IEP team meetings about the identification (eligibility), assessment, or educational placement of your child and other matters relating to your child's FAPE. (20 USC 1414[d] [1]B-[d][1][D]; 34 CFR 300.321; EC 56341[b], 56343[c])

The parent or guardian, or the local educational agency (LEA), has the right to participate in the development of the IEP and to initiate their intent to electronically audiotape the proceedings of the IEP team meetings. At least 24 hours prior to the meeting, the parent or guardian shall notify the members of the IEP team of their intent to record a meeting. If the parent or guardian does not consent to the LEA audiotape recording an IEP meeting, the meeting shall not be recorded on an audiotape recorder.

Your rights include information about the availability of FAPE, including all program options, and all available alternative programs, both public and nonpublic.

(20 USC 1401[3], 1412[a][3]; 34 CFR 300.111; EC 56301, 56341.1[g][1] and 56506)

Where can I get more help?

When you have a concern about your child's education, it is important that you contact your child's teacher or administrator to talk about your child and any problems you see. Staff in your school district or special education local plan area (in English, referred to as SELPA) can answer questions about your child's education, your rights, and procedural safeguards. Also, when you have a concern, this informal conversation often solves the problem and helps to maintain open communication. Additional resources are listed at the end of this document to help you understand the procedural safeguards.

Notice, Consent, Assessment, Surrogate Parent Appointment, and Access to Records

Prior Written Notice

When is a notice needed?

This notice must be given when the school district proposes or refuses to initiate a change in the identification, assessment, or educational placement of your child with special needs or the provision of a free appropriate public education. (20 USC 1415[b][3] and (4), 1415[c][1], 1414[b][1]; 34 CFR 300.503; EC 56329, and 56506[a])

The school district must inform you about proposed evaluations of your child in a written notice or an assessment plan within fifteen (15) days of your written request for evaluation. The notice must be understandable and in your native language or other mode of communication, unless it is clearly not feasible to do so. (34 CFR 300.304; EC 56321)

What will the notice tell me?

The Prior Written Notice must include the following:

1. A description of the actions proposed or refused by the school district;
2. An explanation of why the action was proposed or refused;
3. A description of each assessment procedure, record, or report the agency used as a basis for the action proposed or refused;
4. A statement that parents of a child with a disability have protection under the procedural safeguards;

5. Sources for parents to contact to obtain assistance in understanding the provisions of this part;
6. A description of other options that the IEP team considered and the reasons those options were rejected; and
7. A description of any other factors relevant to the action proposed or refused. (20 USC 1415[b][3] and [4], 1415[c][1], 1414[b][1]; 34 CFR 300.503)

Parental Consent

When is my approval required for assessment?

You have the right to refer your child for special education services. You must give informed, written consent before your child's first special education assessment can proceed. The parent has at least fifteen (15) days from the receipt of the proposed assessment plan to arrive at a decision. The assessment may begin immediately upon receipt of the consent and must be completed and an IEP developed within sixty (60) days of your consent.

When is my approval required for services?

You must give informed, written consent before your school district can provide your child with special education and related services.

What are the procedures when a parent does not provide consent?

If you do not provide consent for an initial assessment or fail to respond to a request to provide the consent, the school district may pursue the initial assessment by utilizing due process procedures.

If you refuse to consent to the initiation of services, the school district must not provide special education and related services and shall not seek to provide services through due process procedures.

If you refuse all services in the IEP after having consented to those services in the past, the school district must file a request for mediation or a due process hearing.

If you consent in writing to the special education and related services for your child but do not consent to all of the components of the IEP, those components of the program to which you have consented must be implemented without delay.

If the school district determines that the proposed special education program component to which you do not consent is necessary to provide a free appropriate public education to your child, a due process hearing must be initiated. If a due process hearing is held, the hearing decision shall be final and binding.

In the case of reevaluations, the school district must document reasonable measures to obtain your consent. If you fail to respond, the school district may proceed with the reevaluation without your consent. (20 USC 1414[a][1][D] and 1414[c]; 34 CFR 300.300; EC 56506[e], 56321[c] and [d], and 56346)

Surrogate Parent Appointment

What if a parent cannot be identified or located?

School districts must ensure that an individual is assigned to act as a surrogate parent for the parents of a child with a disability when a parent cannot be identified and the school district cannot discover the whereabouts of a parent.

A surrogate parent may also be appointed if the child is an unaccompanied homeless youth, an adjudicated dependent or ward of the court under the state Welfare and Institution Code, and is referred to special education or already has an IEP. (20 USC 1415[b][2] ; 34 CFR 300.519; EC 56050; GC 7579.5 and 7579.6)

Nondiscriminatory Assessment

How is my child assessed for special education services?

You have the right to have your child assessed in all areas of suspected disability. Materials and procedures used for assessment and placement must not be racially, culturally, or sexually discriminatory.

Assessment materials must be provided and the test administered in your child's native language or mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer.

No single procedure can be the sole criterion for determining eligibility and developing FAPE for your child. (20 USC 1414[b][1]-[3], 1412[a][6][B]; 34 CFR 300.304; EC 56001[j] and 56320)

Independent Educational Assessments

May my child be tested independently at the district's expense?

If you disagree with the results of the assessment conducted by the school district, you have the right to ask for and obtain an independent educational assessment for your child from a person qualified to conduct the assessment at public expense.

The parent is entitled to only one independent educational evaluation at public expense each time the public agency conducts an evaluation with which the parent disagrees.

The school district must respond to your request for an independent educational assessment and provide you information about where to obtain an independent educational assessment.

If the school district believes that the district's assessment is appropriate and disagrees that an independent assessment is necessary, the school district must request a due process hearing to prove that its assessment was appropriate. If the district prevails, you still have the

right to an independent assessment but not at public expense. The IEP team must consider independent assessments.

District assessment procedures allow in-class observation of students. If the school district observes your child in his or her classroom during an assessment, or if the school district would have been allowed to observe your child, an individual conducting an independent educational assessment must also be allowed to observe your child in the classroom.

If the school district proposes a new school setting for your child and an independent educational assessment is being conducted, the independent assessor must be allowed to first observe the proposed new setting. (20 USC 1415[b][1] and [d][2][A]; 34 CFR 300.502; EC 56329[b] and [c])

Access to Educational Records

May I examine my child's educational records?

You have a right to inspect and review all of your child's education records without unnecessary delay, including prior to a meeting about your child's IEP or before a due process hearing. The school district must provide you access to records and copies, if requested, within five (5) **business** days after the request has been made orally or in writing. (EC 49060, 56043[n], 56501[b][3], and 56504)

How Disputes Are Resolved

Due Process Hearing

When is a due process hearing available?

You have the right to request an impartial due process hearing regarding the identification, assessment, and educational placement of your child or the provision of FAPE. The request for a due process hearing must be filed within two years from the date you knew or should have known about the alleged action that forms the basis of the due process complaint. (20 USC 1415[b][6]; 34 CFR 300.507; EC 56501 and 56505[l])

Mediation and Alternative Dispute Resolution

May I request mediation or an alternative way to resolve the dispute?

A request for mediation may be made either before or after a request for a due process hearing is made.

You may ask the school district to resolve disputes through mediation or alternative dispute resolution (ADR), which is less adversarial than a due process hearing. The ADR and mediation are voluntary methods of resolving a dispute and may not be used to delay your right to a due process hearing.

What is a pre-hearing mediation conference?

You may seek resolution through mediation prior to filing a request for a due process hearing. The conference is an informal proceeding conducted in a nonadversarial manner to resolve issues relating to the identification, assessment, or educational placement of a child or to a FAPE.

At the prehearing mediation conference, the parent or the school district may be accompanied and advised by nonattorney representatives and may consult with an attorney prior to or following the conference. However, requesting or participating in a prehearing mediation conference is not a prerequisite to requesting a due process hearing.

All requests for a prehearing mediation conference shall be filed with the Superintendent. The party initiating a prehearing mediation conference by filing a written request with the Superintendent shall provide the other party to the mediation with a copy of the request at the same time the request is filed.

The prehearing mediation conference shall be scheduled within fifteen (15) days of receipt by the Superintendent of the request for mediation and shall be completed within thirty (30) days after receipt of the request for mediation unless both parties agree to extend the time. If a resolution is reached, the parties shall execute a legally binding written agreement that sets forth the resolution. All discussions during the mediation process shall be confidential. All prehearing mediation conferences shall be scheduled in a timely manner and held at a time and place reasonably convenient to the parties. If the issues fail to be resolved to the satisfaction of all parties, the party who requested the mediation conference has the option of filing for a due process hearing. (EC 56500.3 and 56503)

Due Process Rights

What are my due process rights?

You have a right to:

1. Have a fair and impartial administrative hearing at the state level before a person who is knowledgeable of the laws governing special education and administrative hearings (20 USC 1415[f][1][A], 1415[f][3][A]-[D]; 34 CFR 300.511; EC 56501[b][4]);
2. Be accompanied and advised by an attorney and/or individuals who have knowledge about children with disabilities (EC 56505 [e][1]);
3. Present evidence, written arguments, and oral arguments (EC 56505[e][2]);
4. Confront, cross-examine, and require witnesses to be present (EC 56505[e][3]);
5. Receive a written or, at the option of the parent, an electronic verbatim record of the hearing, including findings of fact and decisions (EC 56505[e][4]);
6. Have your child present at the hearing (EC 56501[c][1]);
7. Have the hearing be open or closed to the public (EC 56501[c][2]);
8. Receive a copy of all documents, including assessments completed by that date and recommendations, and a list of witnesses and their general area of testimony within five (5) business days before a hearing (EC 56505[e][7] and 56043[v]);

9. Be informed by the other parties of the issues and their proposed resolution of the issues at least ten (10) calendar days prior to the hearing (EC 56505[e][6]);
10. Have an interpreter provided (CCR 3082[d]);
11. Request an extension of the hearing timeline (EC 56505[f][3]) ;
12. Have a mediation conference at any point during the due process hearing (EC 56501[b][2]); and
13. Receive notice from the other party at least ten days prior to the hearing that the other party intends to be represented by an attorney (EC 56507[a]). (20 USC 1415[e]; 34 CFR 300.506, 300.508, 300.512 and 300.515)

Filing a Written Due Process Complaint

How do I request a due process hearing?

You need to file a written request for a due process hearing. You or your representative needs to submit the following information in your request:

1. Name of the child;
2. Address of the residence of the child;
3. Name of the school the child is attending;
4. In the case of a homeless child, available contact information for the child and the name of the school the child is attending; and
5. A description of the nature of the problem, including facts relating to the problem(s) and a proposed resolution of the problem(s).

Federal and state laws require that either party filing for a due process hearing must provide a copy of the written request to the other party. (20 USC 1415[b][7], 1415[c][2]; 34 CFR 300.508; EC 56502[c][1])

Prior to filing for a due process hearing, the school district shall be provided the opportunity to resolve the matter by convening a resolution session, which is a meeting between the parents and the relevant members of the IEP team who have specific knowledge of the facts identified in the due process hearing request. (20 USC 1415[f][1][B]; 34 CFR 300.510)

What does a resolution session include?

Resolution sessions shall be convened within fifteen (15) days of receiving notice of the parents' due process hearing request. The sessions shall include a representative of the school district who has decision-making authority and not include an attorney of the school district unless the parent is accompanied by an attorney. The parent of the child may discuss the due process hearing issue and the facts that form the basis of the due process hearing request.

The resolution session is not required if the parent and the school district agree in writing to waive the meeting. If the school district has not resolved the due process hearing issue within

thirty (30) days, the due process hearing may occur. If a resolution is reached, the parties shall execute a legally binding agreement. (20 USC 1415[f][1][B]; 34 CFR 300.510)

Does my child's placement change during the proceedings?

The child involved in any administrative or judicial proceeding must remain in the current educational placement unless you and the school district agree on another arrangement. If you are applying for initial admission of your child to a public school, your child will be placed in a public school program with your consent until all proceedings are completed. (20 USC 1415[j]; 34 CFR 300.518; EC 56505[d])

May the decision be appealed?

The hearing decision is final and binding on both parties. Either party may appeal the hearing decision by filing a civil action in state or federal court within 90 days of the final decision. (20 USC 1415[i][2] and [3][A], 1415[l]; 34 CFR 300.516; EC 56505[h] and [k], EC 56043[w])

Who pays for my attorneys' fees?

In any action or proceeding regarding the due process hearing, the court, in its discretion, may award reasonable attorneys' fees as part of the costs to you as parent of a child with a disability if you are the prevailing party in the hearing. Reasonable attorneys' fees may also be made following the conclusion of the administrative hearing, with the agreement of the parties. (20 USC 1415[i][3][B]-[G]; 34 CFR 300.517; EC 56507[b])

Fees may be reduced if any of the following conditions prevail:

1. The court finds that you unreasonably delayed the final resolution of the controversy;
2. The attorneys' hourly fees exceed the prevailing rate in the community for similar services by attorneys of reasonably comparable skill, reputation, and experience;
3. The time spent and legal services provided were excessive; or
4. Your attorney did not provide to the school district the appropriate information in the due process request notice.

Attorneys' fees will not be reduced, however, if the court finds that the State or the school district unreasonably delayed the final resolution of the action or proceeding or that there was a violation of this section of law. (20 USC 1415[i][3][B]-[G]; 34 CFR 300.517)

Attorneys' fees relating to any meeting of the IEP team may not be awarded unless an IEP team meeting is convened as a result of a due process hearing proceeding or judicial action. Attorneys' fees may also be denied if you reject a reasonable settlement offer made by the district/public agency ten (10) days before the hearing begins and the hearing decision is not more favorable than the offer of settlement. (20 USC 1415[i][3][B]-[G]; 34 CFR 300.517)

To obtain more information or to file for mediation or a due process hearing, contact:

Office of Administrative Hearings
[Office of Administrative Hearings]
Attention: Special Education Division
[Attention: Special Education Division]
[2349 Gateway Oaks Drive, Suite 200]
[Sacramento, CA 95833-4231]
[(916) 263-0880]
[FAX (916) 263-0890]

School Discipline and Placement Procedures for Students with Disabilities

School Discipline and Alternative Interim Educational Settings

May my child be suspended or expelled?

School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement is appropriate for a child with a disability who violates a code of student conduct from his or her setting to:

- ❖ An appropriate interim alternative education setting, another setting, or suspension for not more than ten (10) consecutive school days; and
- ❖ Additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct

What occurs after a removal of more than ten (10) days?

After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, during any subsequent days of removal the public agency must provide services to enable the child to continue to participate in the general education curriculum and progress toward meeting the goals set out in the child's IEP. Also, a child will receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, which are designed to address the behavior violation so that it does not recur.

If a child exceeds ten (10) days in such a placement, an IEP team meeting must be held to determine whether the child's misconduct is caused by the disability. This IEP team meeting must take place immediately, if possible, or within ten (10) days of the school district's decision to take this type of disciplinary action.

As a parent you will be invited to participate as a member of this IEP team. The school district may be required to develop an assessment plan to address the misconduct or, if your child has a behavior intervention plan, review and modify the plan as necessary.

What happens if the IEP team determines that the misconduct is not caused by the disability?

If the IEP team concludes that the misconduct was not a manifestation of the child's disability, the school district may take disciplinary action, such as expulsion, in the same manner as it would for a child without a disability. (20 USC 1415[k][1] and [7]; 34 CFR 300.530)

If you disagree with the IEP team's decision, you may request an expedited due process hearing, which must occur within twenty (20) school days of the date on which you requested the hearing. (20 USC 1415[k][2]; 34 CFR 300.531[c])

Regardless of the setting the school district must continue to provide FAPE for your child. Alternative educational settings must allow the child to continue to participate in the general curriculum and ensure continuation of services and modifications detailed in the IEP. (34 CFR 300.530; EC 48915.5[b])

Children Attending Private School

May students who are parentally placed in private schools participate in publicly funded special education programs?

Children who are enrolled by their parents in private schools may participate in publicly funded special education programs. The school district must consult with private schools and with parents to determine the services that will be offered to private school students. Although school districts have a clear responsibility to offer FAPE to students with disabilities, those children, when placed by their parent in private schools, do not have the right to receive some or all of the special education and related services necessary to provide FAPE. (20 USC 1415[a][10][A]; 34 CFR 300.137 and 300.138; EC 56173)

If a parent of an individual with exceptional needs who previously received special education and related services under the authority of the school district enrolls the child in a private elementary school or secondary school without the consent of or referral by the local educational agency, the school district is not required to provide special education if the district has made FAPE available. A court or a due process hearing officer may require the school district to reimburse the parent or guardian for the cost of special education and the private school only if the court or due process hearing officer finds that the school district had not made FAPE available to the child in a timely manner prior to that enrollment in the private elementary school or secondary school and that the private placement is appropriate. (20 USC 1412[a][10][C]; 34 CFR 300.148; EC 56175)

When may reimbursement be reduced or denied?

The court or hearing officer may reduce or deny reimbursement if you did not make your child available for an assessment upon notice from the school district before removing your child from public school. You may also be denied reimbursement if you did not inform the school district that you were rejecting the special education placement proposed by the school district, including stating your concerns and intent to enroll your child in a private school at public expense.

Your notice to the school district must be given either:

- ❖ At the most recent IEP team meeting you attended before removing your child from the public school; or
- ❖ In writing to the school district at least ten (10) business days (including holidays) before removing your child from the public school. (20 USC 1412[a][10][C]; 34 CFR 300.148; EC 56176)

When may reimbursement not be reduced or denied?

A court or hearing officer must not reduce or deny reimbursement to you if you failed to provide written notice to the school district for any of the following reasons:

- ❖ The school prevented you from providing notice;
- ❖ You had not received a copy of this Notice of Procedural Safeguards or otherwise been informed of the requirement to notify the district;
- ❖ Providing notice would likely have resulted in physical harm to your child;
- ❖ Illiteracy and inability to write in English prevented you from providing notice; or
- ❖ Providing notice would likely have resulted in serious emotional harm to your child.

(20 USC 1412[a] [10] [C]; 34 CFR 300.148; EC 56177)

State Complaint Procedures

When may I file a state compliance complaint?

You may file a state compliance complaint when you believe that a school district has violated federal or state special education laws or regulations. Your written complaint must specify at least one alleged violation of federal and state special education laws. The violation must have occurred not more than one year prior to the date the complaint is received by the California Department of Education (CDE). When filing a complaint, you must forward a copy of the complaint to the school district at the same time you file a state compliance complaint with the CDE. (34 CFR 300.151–153; 5 CCR 4600)

Complaints alleging violations of federal and state special education laws or regulations may be mailed to:

California Department of Education
Special Education Division
Procedural Safeguards Referral Service
[California Department of Education]
[Special Education Division]
[Procedural Safeguards Referral Service]
[1430 N Street, Suite 2401]
[Sacramento, CA 95814]

For complaints involving issues **not** covered by federal or state special education laws or regulations, consult your district's uniform complaint procedures.

To obtain more information about dispute resolution, including how to file a complaint, contact the CDE, Special Education Division, Procedural Safeguards Referral Service, by telephone at (800) 926-0648; by fax at 916-327-3704; or by visiting the CDE Web site at <http://www.cde.ca.gov/sp/se>.

GLOSSARY OF ABBREVIATIONS USED IN THIS NOTIFICATION

The English acronym and term are provided:

- [ADR alternative dispute resolution]
- [CFR Code of Federal Regulations]
- [EC California Education Code]
- [FAPE free appropriate public education]
- [IDEA Individuals with Disabilities Education Act]
- [IEP Individualized Education Program]
- [OAH Office of Administrative Hearings]
- [SELPA Special Education Local Plan Area]
- [USC United States Code]

MEDIATION

WHAT IS MEDIATION?

Mediation is a managed process during which the parties discuss their dispute in an attempt to reach a mutually acceptable resolution. The manager of the process is called the "mediator." The mediator is a neutral participant, skilled in methods of facilitating effective communication between the parties. In mediation, it is the parties themselves that determine if a resolution is reached, and if so, the terms of their agreement.

HOW DOES MEDIATION WORK?

The manner in which the mediation is conducted will vary somewhat depending on the methods that a particular mediator has found most successful. Typically, the mediator will begin with his or her own introductory remarks explaining his or her role, the roles of the other participants, and the steps that will be followed during the mediation. The introduction will include a discussion of proposed "ground rules" or guidelines to be agreed upon by the parties before engaging in mediation. These often include an agreement not to interrupt another person while speaking, a promise not to personally attack another party, and commitments not to engage in sarcasm or other counterproductive behavior.

Following brief introductory remarks by the mediator, the parties will generally be asked to provide an opening statement addressed to the other parties. Who goes first is determined by the mediator if the parties do not otherwise agree themselves. An opening is the opportunity for each side to describe in brief terms the background of the dispute and issues included in the due process hearing request. The mediator will often summarize the parties' positions including those things which are not disputed and those things which are.

After summarizing the parties' positions, the mediator will invite the parties to begin the most important part of the mediation, the negotiation stage. Most of the time in mediation will be spent in negotiation with the parties exploring all reasonable options for resolution of the dispute. During this stage, any of the participants may request to meet with any other participant, including the mediator, in private. This is often called a "caucus."

WHO WILL BE THE MEDIATOR?

Mediators are all Administrative Law Judges (ALJs) with the Special Education Division of the Office of Administrative Hearings, a division of state government. While the ALJs carry the title of "judge," their role in mediation is quite different than the job they perform when hearing a due process hearing. As a mediator, their role is not to determine who is right or wrong and render a decision. In mediation, they manage the communication between the parties. All ALJs are trained in mediation and special education law.

An ALJ who serves as a mediator is expressly forbidden from presiding over a due process hearing in a matter that he or she mediated. He or she also forbidden by law and ethical

obligations from discussing the mediation with anyone not involved in the mediation, including the ALJ who will preside over the due process hearing, should one be necessary.

CONFIDENTIALITY

By federal and state law, all communications during the mediation are confidential and may not be used by any participant as evidence in a later due process hearing or civil proceeding. Anything said, any admission made, and any document prepared in the course of mediation is a confidential communication.

WHAT HAPPENS WHEN THE PARTIES RESOLVE THE MATTER IN MEDIATION?

By law, once signed by the parties, the document becomes a binding contract. The agreement must be consistent with federal and state special education law. Each party must sign the agreement and each will receive a copy. The terms of the agreement may be enforced in court or, if the parent believes a school district or other agency is not complying with the agreement, by compliance complaint with the state Department of Education.

WHAT IF MORE INFORMATION IS NECESSARY TO RESOLVE THE DISPUTE?

Multiple mediation sessions are generally not a good idea. However, if the parties agree that critical information is not available, they may agree to continue the mediation for a short time to obtain the information. This might include an additional evaluation, an opportunity for parties to observe a proposed placement, or participation by one or more experts in the mediation.

WHAT IF MEDIATION IS NOT SUCCESSFUL?

If the mediation is not successful, the Mediator will discuss with the parties the scheduling of upcoming dates for due process hearing. The parties can agree to move forward to hearing on the dates already set or, after demonstrating good cause for a continuance, can work with the Mediator to schedule new hearing dates



OFFICE OF ADMINISTRATIVE HEARINGS

2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833-4231
916 263-0550 phone | 916 263-0554 fax
www.dgs.ca.gov/oah

State of California
Department of General Services

Free/Reduced Cost Special Education Attorney Advocate List

OAH is required to maintain a list of free or low cost attorneys and advocates and make that list available to the public. The attorneys or advocates listed on this list self certify that they are free or low cost. You should contact the individual attorney or advocate and determine what free or low cost services they provide. OAH does not represent that the individuals placed on the list offer free or low cost services. It is important that if you choose to use the list that you contact the attorneys and advocates to discuss their fees.

Table with columns: Organization, Name, Address, Contact Numbers, E-Mail, Web Site, Area Served, Student Population Served. Rows include Abacus Education Advocacy, Adams and Associates, APLC, Adams ESO, and Advanced Advocacy Solutions.

Organization	Name	Address	Contact Numbers	E-Mail	Web Site	Area Served	Student Population Served
AMEY, Attorney at Law	Nicole Hodge Arney	P.O. Box 5100 Oakland, CA 94605	510-569-3666 (phone) 855-502-2986 (fax)	hodgeaw@gmail.com		Bay Area	All disabilities Behavior Expulsions, Spanish speaking K-12
Atkinson, Anderson, Loya, Ruud & Romo	Cynthia D. Vargas	3450 14th St., Ste. 420 Riverside, CA 92501	951-682-1122 (phone) 951-683-1144 (fax)	cvargas@aair	www.aair	Riverside County/San Bern.	
Augustin Egelsee LLP	Danielle Augustin Edwin Egelsee	8141 E. Kaiser Blvd. Suite 315 Anaheim Hills, CA 92808	714-282-1242 (phone) 714-282-1231 (fax)	danielle@ockidslaw.com Edwin@ockidslaw.com	ockidslaw.com	Southern CA (all cities)	All students general and special education
Ayanna K. Holmes Law Office	Ayanna K. Holmes (Kamiliah)	11000 Brimhall Rd. E. 90, Bakersfield, CA 93312	661-829-6543 (phone) 1-877-670-5089 (fax)	kamiliaholmes@gmail.com		Kern County	Special Education; elementary; h.s.
Bay Area Lawyers for Children	Sheila Brogna, JD., CWIS Patricia Siehl, JD.	1333 Balboa St., Suite 1 San Francisco, CA 94118	415-751-7083 (phone) 415-751-7093 (fax)	paty@sfchildrenslaw.com		Bay Area Counties	All Disabilities to age 22
California Affordable Legal Services	Ronald Gilileo	4141 Santa Monica Blvd. #209 Los Angeles, CA 90029	213-293-7115 (phone)	gracie@caisia.com ron@caisia.com	caisia.com	Southern California	All students, including Preschool Grade 12; Spanish speaking.
California Special Needs Law Group, A Professional Law Corporation	Richard Isaacs	1901 Newport Blvd., Suite 350 Costa Mesa, CA 92627	1-888-900-0744 (phone) 949-264-1545 (fax)	questions@csnlg.com	www.csnlg.com	All of California	All
Children's Rights Clinic	Julie Waterstone Jenny Rodriguez-Fee	3050 Wilshire Blvd. Los Angeles, CA 90010	213-738-6621 (phone) 213-738-5751 (fax)	childrensrigh@swlaw.edu	www.childrensrigh@swlaw.edu	Los Angeles County	Ages 0-22
Cho & Brown	Gary M. Schumscher	770 County Square Dr. #215 Ventura, CA 93003	805-644-8893 (phone) 805-644-8848 (fax)	Garyschumscher@chobrown.com	Chobrown.com	Ventura County	K-12
Community Alliance for Special Education (CASE)	Joseph Feldman Laurette Garcia	1550 Bryant Street Suite 738 San Francisco, CA 94103	415-431-2285 (phone) 415-431-2289 (fax)	case_org@yahoo.com case_feldman@yahoo.com	www.caseadvocacy.org	Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Sonoma, and Solano Counties	All disabilities - All Issues
Disability Rights California	Ivan Guillen	1111 6th Avenue, Suite 200, San Diego, CA 92101	619-239-7861 (phone) 619-239-7906 (fax)	ivan.guillen@disabilityrightsca.org	www.disabilityrightsca.org	Imperial, Riverside, Orange, and San Diego City	
Disability Rights California	Jackie Chian Dai	1000 S. Fremont Ave. P.O. Box 7916 Alhambra, CA 91802	626-576-4437 (phone) 626-576-4276 (fax)	Jackie.Dai@disabilityrightsca.org	www.disabilityrightsca.org	ELARC catchment area	ELARC clients
Educate Advocate	Peter Attwood	P.O. Box 1011, Guasti, CA 91743	951-897-1721 (cell phone) 267-219-8432 (fax)	educateadvocate@educateadvocate.org	http://educateadvocate.org	Inland Empire, San Bernardino, Riverside	Special Education; ALL, regional center, ALL.
Education Advocacy of the Central Coast	Brad Bailey	P.O. Box 745 Cambria, CA 93428	805-927-5889 (phone) 888-818-6490 (fax)	edadvocate@hotmail.com	educationadvocacyofthecentralcoast.com	San Luis Obispo, Monterey, Kern, & Santa Barbara County	Pre-School - Grade 12
Educational Advocate	Paul Eisenberg	82 Birta Fresca, Rancho Santa Maragrita, CA 92688	714-235-3319 (phone) 949-713-0624 (fax)	pauelsenberg123@yahoo.com	advocate4mykids.com	Southern California	Ages 3-22
Green & Hall,	James M. Lloyd	1851 E. 1st Street, Santa Ana, CA 92705	714-918-7000 (phone) 714-918-6996 (fax)	JLLOYD@Greenhall.com		Southern California	Autistic, deaf, ADHD, Special Needs
Gurwitz Moore, LLP	Melodie Moore	16148 San Canyon Avenue, Irvine, CA 92618	949-338-7711 (phone) 949-338-7712 (fax)	mredie@gurwitzmoore.com	www.gurwitzmoore.com	Orange County, Los Angeles, So Cal	Ages 3-18, all disabilities.
Jurgensen Law	Deborah E. Jurgensen	5700 Ralston Ave, Suite 202, Ventura, CA 93003	805-850-6100 (phone) 868-487-8912 (fax)	Debi@JurgensenLaw.com	JurgensenLaw.com	Santa Barbara and Ventura County	K-12
Knauf Associates	Christopher H. Knauf	2001 Wilshire Blvd. Suite 510, Santa Monica, CA 90403	310-829-4250 (phone) 310-822-7263 (fax)	Att@Goodlaw.biz	www.goodlaw.biz	Southern & Central California	All

Organization	Name	Address	Contact Numbers	E-Mail	Web Site	Area Served	Student Population Served
Ken Oliver & Associates	Ken Oliver	4425C Treat Blvd. Concord, CA 94521	510-482-2039 (phone) 877-294-2616 (fax)	advocate99ken@yahoo.com	www.yourchildadvocate.com	Training U.S. Representation, No. California	All Special Education Categories
KPS4 Parents, Inc.	Arne M. Zachry, CEO - Lead lay advocate & paralegal	(mailing only - we're a virtual organization) 2390-C Las Posas Rd #482 Camarillo, CA 93010	805-861-6607 (phone) 877-536-5940 (fax and toll free email)	info@kps4parents.org	http://kps4parents.org	United States & territories - headquartered in CA	Students who are or may be eligible for special ed or supports under Section 504
Law Offices of Arlene Bell	Arlene Bell	1158 26th Street, # 269 Santa Monica, CA 90403	310-829-2029 (phone) 310-829-4909 (fax)	arlene@arlenebell.com	www.arlenebell.com	Southern California	All
Law Offices of Dina C. Kaplan	Dina C. Kaplan, Esq.	P. O. Box 9055 Calabasas, CA 91372	818-222-8118 (phone) 818-222-2201 (fax)	specialkidslaw@gmail.com	specialkidslaw.com	Greater Los Angeles and Ventura County, California, Central Valley	Any and all disabilities
Law Offices of Elaine M. Yama-Garcia	Elaine M. Yama-Garcia	7815 N. Palm Avenue, Suite 120, Fresno, CA 93711	559-512-7501 (phone) 559-354-0195 (fax)	ey@yama-garcialaw.com	Yama-Garcialaw.com	California, Central Valley	
Law Offices of G. Edmund Siebel, Jr.	G. Edmund Siebel, Jr. Cynthia C. Siebel, Ph.D., J.D.	P. O. Box MM Newport Beach, CA 92662-0619	949-675-8736 (phone) 949-675-0461 (fax)	ges@spcedlawyer.com	http://www.spcedlawyer.co m	Primarily Orange County	K-12
Law Offices of Henry Toumassian	Henry Toumassian	14001 Ventura Blvd. Sherman Oaks, CA 91423	818-990-7722 (phone) 818-450-3722 (fax)	toumassian@att.net		Los Angeles, Ventura and Orange Counties	All Ages
Law Offices of Justin M. Shagrin	Justin M. Shagrin	2819 Live Oak Ct Calabasas, CA 91301	818-446-6753 (phone) 818-575-1870 (fax)	j.shagrin@gmail.com	www.jshagrin.com	Southern California	All disabilities
Law Offices of Leelanice Roback	Leelanice Roback	2631 Santiago Street Santa Ana, CA 92706	310-465-0202 (phone) 310-634-0311 (fax)	kidslaw@msn.com	kidslawcenter.com	Orange County, Los Angeles County	SLD, ED, Autism, ADHD, VI, DHH, OH, S/L, TBI Special Education
Law Offices of M. Lynn Hansen	Lynn Hansen, Esq.	3811 Harrison Street Oakland, CA 94611	510-595-1864 (phone) 510-653-8889 (fax)	lynn-hansen@sbcglobal.net		Northern, Central & Coastal Calif.	Special Education
Law Offices of Martha Millar	Martha Millar	915 Highland Point Drive, Suite 250 Roseville, CA 95678 and 154 Hughes Road, Grass Valley, CA 95945	530-273-2740 (phone) 888-420-4514 (fax)	marthamlillarlaw@aol.com	marthamlillarlaw.com	Sacramento Valley and the Sierra Nevada foothills	All
Law Office of Maureen Graves	Maureen Graves, Rhonda Kreitemeyer, John Nole	34 Schubert Ct. Irvine, CA 92617	949-856-0128 (phone) 949-856-0168 (fax)	maureen@maureengraves.com		Southern California	All disabilities and age groups.
Law Office of Meagan Nunez	Meagan Nunez	8880 Rio San Diego Dr. Suite 800 San Diego, CA 92108	619-757-3550 (phone) 619-269-4991 (fax)	meagan@sandiegostudentattor ney.com	www.sandiegostudentattor ney.com	San Diego County, Imperial Valley, Temecula and nearby areas	All students ages 0- 22
Law Office of Natashe Washington	Natashe Washington	727 Washington St. Suite 300 Oakland, CA 94607	510-285-7384 (phone) 510-868-1932 (fax)	natashe@mlwaki.com	www.washingtonatt.com	Northern California	All Disabilities
Law Office of Nick Davael	Nader "Nick" Davael, Esq.	4000 Barranca Pkwy., Ste. 250 Irvine, CA 92604	714-417-9955 (phone) 714-242-7304 (fax)	ndavaei@aol.com	www.ocspecialdlaw.com	Greater Southern California Areas	All students with exceptional needs.
Law Office of Patricia E. Cromer	Patricia E. Cromer	708 Summersong Lane Encinitas, CA 92024	760-632-1748 (phone) 760-632-7478 (fax)	spedatry@gmail.com		OC, Riverside, SD, Tulare County	All
Law Office of Robert Ehrenworth	Robert Ehrenworth	3699 Wilshire Blvd., Suite 700 Los Angeles, CA 90010	213-351-0412 (phone) 213-385-4694 (fax)	ehrenworth@yahoo.com		Los Angeles County and Kern County	All
Law Offices of Sarit Aram	Nicole Vodhoy, Johna	23275 Ventura Blvd Woodland Hills, CA 91364	818-992-5770 (phone) 818-992-6624 (fax)	nicole@sartilaw.com	www.sartilaw.com		Special Education Students.
Law Offices of Sarit Aram	Sarit Aram,	23275 Ventura Blvd Woodland Hills, CA 91364	818-992-5770 (phone) 818-992-6624 (fax)	sartil@sartilaw.com	www.sartilaw.com	Southern California	Special Education Students.
Law Office of Suzanne N. Snowden	Suzanne N. Snowden	21515 Vanowen Street, Suite 100, Canoga Park, CA 91302	818-594-0873 (phone) 818-286-9578 (fax)	sn Snowden@smmrsnowden. com	www.snowdenlawfor kids.com	Southern California	All disabilities.

Organization	Name	Address	Contact Numbers	E-Mail	Web Site	Area Served	Student Population Served
Law Offices of Thomas S. Nelson	Thomas S. Nelson	16466 Bernardo Center Drive, Suite 106 San Diego, CA 92128	858-945-8621 (phone) 858-521-0678 (fax)	appropriateeducation@gmail.com	www.appropriateeducation.com	Southern California	All disabilities, school discipline, FAPE
Law Office of Timothy D. Ragan	Timothy D. Ragan	P.O. Box 739 Fair Oaks, CA 95628	916-363-2846 (phone)	tdraganlaw@yahoo.com		Sacramento, Yolo, Placer, Eldorado	All students, all disabilities, suspension, expulsion.
Learning Rights Law Center	Janeen Steel	205 S. Broadway, Ste. 808, Los Angeles, CA 90012	213-489-4030 (phone)	janeen@learningrights.org	www.learningrights.org	Southern California	All public school PreK-12 students
Leigh Law Group	Mandy Leigh, Jay Jambuck, Sarah Fairchild	870 Market Street, Suite 1161, San Francisco, CA 94102	415-399-9155 (phone) 415-389-9808 (fax)	mleigh@leighlawgroup.com; help@leighlawgroup.com	www.leighlawgroup.com	Northern and Central California	All 13 categories of eligibility
Lotano, Marymichelle	Marymichelle Lotano	2268 Carmelien Ct., Carlsbad, CA 92009	518-331-4547 (phone) 760-448-5751 (fax)	lepadvocate4U@gmail.com		San Diego & Orange County	All.
Miho Mural, Attorney at Law	Miho Mural	P.O. Box 26890, Los Angeles, CA 90026	323-863-5226 (cell)	mihomural@earthlink.net	www.mihomural.com	Southern CA	All Disabilities; Spanish speaking; Expulsions.
Nedley and Bohm	Carolyn Nedley	480 North First St. P.O. Box 26731 San Jose, CA 95159	408-691-0414 (phone) 408-295-0422 (fax)	cnedleyesq@comcast.net	Nedley Bohm Law@Comcast.net	Bay Area, Central Coast	All Disabilities
Newman Aaronson Vanaman	Jodi Ossen Bynder	14001 Ventura Blvd. Sherman Oaks, CA 91423	818-990-7722 (phone) 818-501-1306 (fax)	jbynder@navlaw.net	www.navlaw.net	Southern California, Central California	School aged birth to 21 years old children with special needs.
Newman Aaronson Vanaman	Sophia Bliziotis	14001 Ventura Blvd. Sherman Oaks, CA 91423	818-990-7722 (phone) 818-501-1306 (fax)	sbliziotis@navlaw.net	www.navlaw.net	Southern California, Central California	School aged birth to 21 years old children with special needs.
Newman Aaronson Vanaman	Bryan Winn	14001 Ventura Blvd. Sherman Oaks, CA 91423	818-990-7722 (phone) 818-501-1306 (fax)	bwinn@navlaw.net	www.navlaw.net	Southern California, Central California	School aged birth to 21 years old children with special needs.
Newman Aaronson Vanaman	Joel S. Aaronson	14001 Ventura Blvd. Sherman Oaks, CA 91423	818-990-7722 (phone) 818-501-1306 (fax)	jaaronson@navlaw.net	www.navlaw.net	Southern California, Central California	School aged birth to 21 years old children with special needs.
Newman Aaronson Vanaman	Sharon Robinson	14001 Ventura Blvd. Sherman Oaks, CA 91423	818-990-7722 (phone) 818-501-1306 (fax)	srobinson@navlaw.net	www.navlaw.net	Southern California, Central California	School aged birth to 21 years old children with special needs.
Newman Aaronson Vanaman	Alexis Casillas	14001 Ventura Blvd. Sherman Oaks, CA 91423	818-990-7722 (phone) 818-501-1306 (fax)	acasillas@navlaw.net	www.navlaw.net	Southern California, Central California	School aged birth to 21 years old children with special needs.
Newman Aaronson Vanaman	Eric Menyuk	14001 Ventura Blvd. Sherman Oaks, CA 91423	818-990-7722 (phone) 818-501-1306 (fax)	emenyuk@navlaw.net	www.navlaw.net	Southern California, Central California	School aged birth to 21 years old children with special needs.
Newman Aaronson Vanaman	Valerie Gilpeer	14001 Ventura Blvd. Sherman Oaks, CA 91423	818-990-7722 (phone) 818-501-1306 (fax)	vgilpeer@navlaw.net	www.navlaw.net	Southern California, Central California	School aged birth to 21 years old children with special needs.
Newman Aaronson Vanaman	Valerie Vanaman	14001 Ventura Blvd. Sherman Oaks, CA 91423	818-990-7722 (phone) 818-501-1306 (fax)	vanaman@navlaw.net	www.navlaw.net	Southern California, Central California	School aged birth to 21 years old children with special needs.
Office of Clients' Rights Advocacy	Timothy Poe	3560 Wilshire Blvd. Suite 925 Los Angeles, CA 90010	213-355-3680 (phone) 213-427-8772 (fax)	tim.poe@disabilityrightsca.org	www.disabilityrightsca.org	Los Angeles, Glendale, Pasadena	LAUSD

Organization	Name	Address	Contact Numbers	E-Mail	Web Site	Area Served	Student Population Served
Office of Clients' Rights Advocacy	Mario Espinosa	3290 N. Silecia Ave. Bakersfield, CA 93308	661-862-3313 (phone) 661-322-6417 (fax)	mario.espinosa@disabilityrightsca.org	www.disabilityrightsca.org	Kern, Mono, & Inyo Counties	Regional Center Clients or those appealing a regional center eligibility denial
Office Clients' Rights Advocacy	Kendra McWright	520 E. Montecito Street Santa Barbara, CA 93103	805-894-7297 (phone) 805-894-7219 (fax)	kendra.mcwright@disabilityrightsca.org	www.disabilityrightsca.org	Ventura, Santa Barbara, and San Luis Obispo counties	Regional Center Clients or those appealing a regional center eligibility denial
Office of Clients' Rights Advocacy	Jackie Coleman	1831 K Street, Sacramento, CA 95811	916-504-5944 (phone) Toll free 800-390-7032 916-504-5821 (fax)	jackie.coleman@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of Alta California Regional Center who are people with developmental disabilities who live in Alpine, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo and Yuba Counties.	Alta California Regional Center clients.
Office of Clients' Rights Advocacy	Margie Oppel	567 W. Shaw Avenue, Suite C-3, Fresno, CA 93704	559-271-6736 (phone) 559-476-2051 (fax)	Margie.Oppel@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of Central Valley Regional Center who are people with developmental disabilities who live in Fresno, Kings, Madera, Mariposa, Merced and Tulare Counties.	Central Valley Regional Center clients.
Office of Clients' Rights Advocacy	Andy Holcombe	1290 East 9th Street, Unit E, Chico, CA 95928	530-345-4113 (phone) 530-345-4285 (fax)	andrew.holcombe@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of Far Northern Regional Center who are people with developmental disabilities who live in Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity Counties.	Far Northern Regional Center clients.
Office of Clients' Rights Advocacy	Katy Lusson	35 Mitchell Blvd., Suite 9, San Rafael, CA 94803	415-499-9724 (phone) 415-499-9728/Toll Free 866-833-6713 (fax)	Katy.Lusson@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of Golden Gate Regional Center who are people with developmental disabilities who live in Marin, San Francisco and San Mateo Counties.	Golden Gate Regional Center clients.
Office of Clients' Rights Advocacy	Eva Casas-Sarmiento	13005 Artesia Blvd., Suite A214, Cerritos, CA 90703	582-623-9911 (phone) 562-623-9929 (fax)	Eva.Casas-Sarmiento@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of Harbor Regional Center who are people with developmental disabilities who live in Southern Los Angeles County including Bellflower, Harbor, Long Beach and Torrance Counties.	Harbor Regional Center clients.
Office of Clients' Rights Advocacy	Veronica Cervantes	1585 South D Street, Suite 206, San Bernardino, CA 92408	909-383-1133 (phone) 909-383-1113 (fax)	Veronica.Cervantes@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of Inland Regional Center who are people with developmental disabilities who live in Riverside or San Bernardino Counties.	Inland Regional Center clients.
Office of Clients' Rights Advocacy	Yulianita Hernandez	25 Executive Court/PO Box 3360, Napa, CA 94558	707-224-2788 (phone) 707-255-1587 (fax)	Yulianita.Hernandez@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of North Bay Regional Center who are people with developmental disabilities who live in Napa, Solano, and Sonoma Counties.	North Bay Regional Center clients.
Office of Clients' Rights Advocacy	Bebó Saab	3580 Wilshire Boulevard, Suite 925, Los Angeles, CA 90010	213-355-3684 (phone) 213-427-8772 (fax)	Bebó.Saab@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of North Los Angeles County Regional Center who are people with developmental disabilities who live in Northern Los Angeles County including San Fernando and Antelope Valleys.	North Los Angeles County Regional Center clients.
Office of Clients' Rights Advocacy	Jim Stoepler	1116 Airport Park Boulevard, Ukiah, CA 95482	707-462-2462, Ext. 235 (phone) 707-462-2483 (fax)	Jim.Stoepler@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of Redwood Coast Regional Center who are people with developmental disabilities who live in Del Norte, Humboldt, Mendocino and Lake Counties.	Redwood Coast Regional Center clients.

Organization	Name	Address	Contact Numbers	E-Mail	Web Site	Area Served	Student Population Served
Office of Clients' Rights Advocacy	Arthur Lipscomb	1330 Broadway, Suite 500, Oakland, CA 94612	510-267-1280 (phone) 510-267-1281 (fax)	Arthur.Lipscomb@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of Regional Center of the East Bay who are people with developmental disabilities who live in Alameda and Contra Costa counties.	Regional Center of the East Bay clients.
Office of Clients' Rights Advocacy	Jacqueline Miller	13272 Garden Grove Blvd., Garden Grove, CA 92843	714-621-0563 (phone) 714-621-0550 (fax)	Jacqueline.Miller@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of Regional Center of Orange County who are people with developmental disabilities who live in Orange County.	Regional Center of Orange County clients.
Office of Clients' Rights Advocacy	Rita DeFilippis	300 Orchard City Drive, Suite 170, Campbell, CA 95008	408-374-2470 (phone) 408-374-2958 (fax)	Rita.DeFilippis@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of San Andreas Regional Center who are people with developmental disabilities who live in Monterey, San Benito, and Santa Cruz Counties.	San Andreas Regional Center clients.
Office of Clients' Rights Advocacy	Megan Chambers	1111 Sixth Avenue, Suite 200, San Diego, CA 92101	619-239-7877 (phone) 619-239-7836 (fax)	Megan.Chambers@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of San Diego Regional Center who are people with developmental disabilities who live in Imperial and San Diego counties.	San Diego Regional Center clients.
Office of Clients' Rights Advocacy	Aimee Delgado	3333 Brea Canyon Road, Suite 118, Diamond Bar, CA 91765	909-595-4755 (phone) 909-595-4855 (fax)	Aimee.Delgado@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of San Gabriel/Pomona Regional Center who are people with developmental disabilities who live in Eastern Los Angeles County including El Monte, Monrovia, Pomona and Glendora counties.	San Gabriel/Pomona Regional Center clients.
Office of Clients' Rights Advocacy	Leinani Walker	702 N. Aurora Street, Stockton, CA 95202	209-242-2128 (phone) 209-462-7020 (fax)	Leinani.Walker@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of Valley Mountain Regional Center who are people with developmental disabilities who live in Amador, Calaveras, San Joaquin, Stanislaus, and Tuolumne Counties.	Valley Mountain Regional Center clients.
Office of Clients' Rights Advocacy	Mary Melendrez	4401 S. Cranshaw Boulevard, Suite 316, Los Angeles, CA 90043	323-292-9907 (phone) 323-293-4259 (fax)	Mary.Melendrez@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of South Central Los Angeles Regional Center who are people with developmental disabilities who live in Southern Los Angeles County including the communities of Compton and Gardena Counties.	South Central Los Angeles Regional Center clients.
Office of Clients' Rights Advocacy	Katie Meyer	5901 Green Valley Circle, Suite 410, Culver City, CA 90230	310-258-4205 (phone) 310-338-9716 (fax)	Katie.Meyer@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of Westside Regional Center who are people with developmental disabilities who live in Western Los Angeles County including the communities of Culver City, Inglewood and Santa Monica Counties.	Westside Regional Center clients.
Office of Clients' Rights Advocacy	Jackie Chiang Dai	1000 S. Fremont Ave. P.O. Box 7916 Alhambra, CA 91802	626-576-4407 (phone) 626-576-4276 (fax)	Jackie.Dai@disabilityrightsca.org	www.disabilityrightsca.org	Consumers of Eastern Los Angeles Regional Center who are people with developmental disabilities who live in Alhambra, Boyle Heights, City Terrace, Commerce, East L.A., East Pasadena, El Sereno, Echo Park, Highland Park, La Habra Marino, South Pasadena.	Eastern Los Angeles Regional Center clients.
Pamela K. Daves, Attorney at Law	Pamela Daves	21550 Oxnard Street, Suite 300, PMB 162, Woodland Hills, CA 91367	818-606-9312 (phone) 818-301-3757 (fax)	pdaveslaw@hotmail.com		Santa Fe Springs, Temple City and Whittier.	All disabilities

Organization	Name	Address	Contact Numbers	E-Mail	Web Site	Area Served	Student Population Served
Parents Advocating Together	Dayon Higgins and Jennifer Stephen	P. O. Box 28753 San Diego, CA 92198-0753	619-607-0950 (phone)	jennifer@PATSD.org	www.PATSD.org	San Diego and Riverside	All disabilities.
Porter Law Firm	Laloyce L. Porter	1300 Clay Street, Ste 800 Oakland, CA 94612	510-444-9543 (phone) 510-444-9540 (fax)	klaloyr@porter.com	www.lporterlaw.com	Alameda County, San Francisco, Contra Costa	General Education and Special Education.
Public Counsel Law Center	Children's Rights Projects	610 S. Ardmore Ave., Los Angeles, CA 90005	213-385-2977 ext 500 (phone) 213-385-9089 (fax)		www.publiccounsel.org	Los Angeles County	Low-income students with disabilities including court-involved youth.
Responsible Advocacy	Evan Glickerman Kim Karalis, Esq.	14532 Plantana Dr. La Mirada, CA 90638 515 South Flower Street, 11th Floor, Los Angeles, CA 90071-2213	562-438-6063 (phone) 714-848-1699 (fax) 213-312-2012 - English (phone) 213-312-2090 - Spanish (phone)	ResponsibleAdvocacy@gmail.com Kkaralis@RMKB.com	ResponsibleAdvocacy.com www.RMKB.com	California Greater Los Angeles Area	Special Needs All disabilities.
Ruderman & Knox, LLP	F. Richard Ruderman Christian M. Knox Diana B. Glick Colleen A. Snyder Bradford J. Lacy	2020 Hurley Way, #405 Sacramento, CA 95825	916-563-0100 (phone) 916-563-0114 (fax)	lrudsey@rudermanknox.com	www.rudermanknox.com	Northem and Southern California	All disabilities.
Special Education Needs Consulting	Claudia Lowe, J.D. Consultant	3941 Park Dr., El Dorado Hills, CA 95762	916-939-3492 (phone) #20-114	lcp504@yahoo.com	www.ClaudiaLoweJD.com	California	All disabilities Pre-K-12
SRA (Student Rights Advocates)	Debbi Papaj Hamlet Yanjhanan	1489 East Colorado Blvd., Suite 206 Pasadena, CA 91106	626-395-0146 (phone) 888-833-1585 (fax)	info@SRAhelp.org	www.SRAhelp.org	Los Angeles, Orange County, San Bernardino County, Riverside County	300-500
Stanford Autistic Clinic	Dr. Robert K. Closson, Ed.D.	550 California Avenue, Suite 300 Palo Alto, CA 94306	650-380-3982 (phone) 866-691-8996 (fax)	rksnde@softcom.net	www.StanfordMagneto.org	California Statewide telephonic	Autistic spectrum
Special Education Law Firm	Jennifer Guze Campbell	5206 Montair Avenue, Lakewood, CA 90712	562-735-4111 (phone) 562-490-8663 (fax)	administration@selfapc.com	SELFAPC.COM	Los Angeles and Orange Counties	Ages 3 through 21.
Talk About Curing Autism (TACA)	Summer Stech	2222 Martin St., Ste 140, Irvine, CA 92612	949-640-4401 (phone) 949-640-4424 (fax)	summer.stech@tacanow.org	www.tacanow.org	Orange County	Autism
Tiffany Law Group, P.C.	Marcy Tiffany	23670 Hawthorne Blvd., Suite 204 Torrance, CA 90505	424-247-9250 (phone) 424-247-8257 (fax)	mtiffany@tiffanylawgroup.com	www.tiffanylawgroup.com	Southern California	Birth-22 children & students with special needs.
Youth & Education Law Project	Bill Koski Joanne Newman	Mills Legal Clinic 559 Nathan Abbott Way, Stanford, CA 94305	650-724-1900 (phone) 650-723-4426 (fax)	youth.education@law.stanford.edu	www.law.stanford.edu/progr am/clinics/youtheducation	South Bay, Peninsula (SF Area)	K-12 (public schools)

OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA

NOTICE OF RESOLUTION SESSION OUTCOME

ATTENTION SCHOOL DISTRICT: The California Department of Education (CDE) has requested that the Office of Administrative Hearings (OAH) collect data on resolution session outcomes.

When a student files a request for due process hearing, the District is required to hold a resolution session within 15 days of receiving the due process hearing request. (20 USC § 1415(f).) CDE has requested that the District report the status and outcome of the resolution session to OAH within 5 calendar days of the resolution session.

Upon completion of the resolution session, the District should complete and FAX this form to the Office of Administrative Hearings at 916-376-6319. In lieu of fax, the District may also mail the completed form to the Office of Administrative Hearings, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833.

THIS IS A RECORD KEEPING FORM ONLY. NO ACTION WILL BE TAKEN ON THE CASE BASED UPON THIS FORM.

NOTICE OF RESOLUTION OUTCOME

REQUIRED INFORMATION

STUDENT NAME: _____

CASE NO: _____

DISTRICT NAME: _____

NAME OF PERSON FILLING OUT FORM: _____

DATE DISTRICT RECEIVED NOTICE OF DUE PROCESS COMPLAINT _____

Was a Resolution Session held? Yes Date held: _____ No If no, please indicate the reason:
(Check one box)

- The parent and the LEA agreed in writing to waive the meeting.
- The parent and the LEA agreed to use the mediation process.
- The parent failed to participate in the resolution meeting despite reasonable efforts from the LEA to obtain parent participation.
- The LEA failed to schedule a resolution meeting.

Was the matter resolved at the Resolution Session? Yes No

Did the Resolution Session result in a written settlement agreement? Yes No

Did the parties jointly waive, in writing, the Resolution Session? Yes No