

**Office of Administrative Hearings  
Scheduling Guidelines for  
Initial Dates in Special Education Cases**

Following are guidelines to determine the mediation and due process hearing dates for a case. These guidelines ensure that each case will be completed within the legal timeframes. The date a complaint or request for mediation was received by OAH constitutes the beginning of the case timeline. The assigned date is adjusted as necessary according to the calendar guidelines (e.g., mediations are not conducted on Mondays or Fridays).

- **Mediation-only Complaints**
  - Mediation Date = Day 15
  
- **Student-filed Hearing-only Complaints**
  - Hearing Date = Day 35
  
- **District-filed Hearing-only Complaints**
  - Hearing Date = Day 15
  
- **Student-filed Hearing and Mediation Complaints**
  - Mediation Date = Day 35
  - PHC = Day 50
  - Hearing Date = Day 55
  
- **District-Filed Due Process Hearing and Mediation Complaints**
  - Mediation Date = Day 15
  - PHC = Day 20
  - Hearing Date = Day 25
  
- **Expedited Complaints**
  - Mediation Date = 10 School Days
  - PHC Date = About 5 days before Hearing
  - Hearing Date = 20 School Days
  
- **Dual Complaints (Both expedited and non-expedited issues)**
  - Dates for the expedited issues follow the expedited timeline.
  - Dates for the non-expedited issues follow the Student- or District-filed timeline, as appropriate.