

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

December 21, 2010

TO: SPECIAL EDUCATION AND RELATED SERVICES
ADMINISTRATORS, STAFF AND TEACHERS

FROM: CINDY ANDERSON, EXECUTIVE DIRECTOR
SPECIAL EDUCATION



SUBJECT: Resolution Meeting Attendance

When the District receives a request for a special education due process hearing, the District is required to convene a resolution meeting unless the District and parents agree to engage in mediation or waive the resolution meeting. In scheduling the resolution meeting, in accordance with 34 CFR 300.510 (a)4 and 4 AAC 52.555(b), the following procedures will be followed:

Prior to a due process hearing, the District shall convene a meeting with the parents and the relevant member or members of the Individualized Education Program (IEP) team who have specific knowledge of the facts identified in the due process hearing request. The resolution meeting must:

1. Occur within 15 days of receiving notice of the parent's due process hearing request;
2. Include a representative of the District who has decision-making authority on behalf of the District;
3. Not include an attorney of the District unless the parents are accompanied by an attorney;
4. Involve both parent and the district representative (school administrator) from the student's IEP Team in determining the relevant members of the IEP Team to attend the meeting.
5. To determine relevant IEP team members, the District will utilize the following strategies:
 - i. Perform a detailed review of the parent's due process complaint;
 - ii. Create a listing of those IEP team members who may have relevant knowledge of the complaint;

- iii. Attach the list of proposed IEP team members to the parent invitation to attend a resolution meeting;
 - iv. Communicate with the parent through email or phone to discuss addition of members and determine relevancy;
 - v. Suggested changes to relevant team members will be taken into consideration by the District and the parent.
 - vi. In the event that parent and the District cannot agree on the relevant team members of the resolution meeting, the District reserves the right to offer the initial resolution meeting for discussion of the disagreement.
 - vii. If agreement of relevant team members cannot be agreed upon during the initial resolution meeting, the District and the parent can waive the resolution process and proceed to due process hearing.
6. Discuss the due process hearing request, and the facts that form the basis of the due process hearing request;
7. Provide the District the opportunity to resolve the due process hearing request.