

**Florida Department of Education  
Bureau of Exceptional Education and Student Services**

**Due Process Filing Checklist**

When a request for a due process hearing is filed, school districts must respond to the parent **within 10 days** of receiving notice of the due process hearing request, unless the district sent a prior written notice to the parent regarding the subject matter contained in the due process hearing request. Districts must also convene a resolution meeting with the parent **within 15 days** of receiving notice of the parent's due process complaint (or within 7 days of receiving a request for an expedited hearing), unless both parties agree to participate in state-sponsored mediation or agree in writing to waive the resolution meeting. The Bureau of Exceptional Education and Student Services (Bureau) is required to report district compliance with these due process filing timelines (Sections 300.508, 300.510, and 300.532, Title 34, of the Code of Federal Regulations). The information you provide on this checklist will assist the Bureau in meeting reporting requirements and improving system efficiency.

Please submit this form to the Bureau via fax to (850) 245-0953, or via e-mail to [Victoria.Gaitanis@fldoe.org](mailto:Victoria.Gaitanis@fldoe.org) **within 10 days** of receipt of a request for a due process hearing. Please provide follow-up on the outcome of the resolution period within 30 days using the *Report of Due Process Resolution Session* form (available on the Bureau's website at (<http://www.fldoe.org/ese/resolution.asp>)). If you have questions regarding this form, please contact the Bureau at (850) 245-0475.

**Please provide the following information:**

Date district received notice of due process hearing request: \_\_\_\_\_

Date district filed request with the Division of Administrative Hearings (DOAH): \_\_\_\_\_

DOAH Case #: \_\_\_\_\_

**Please check the appropriate item(s) below:**

\_\_\_\_\_ The district has sent a prior written notice, or has responded **in writing** to the parent regarding the subject matter in the due process hearing request.

Date of response: \_\_\_\_\_

\_\_\_\_\_ A **resolution meeting or state-sponsored mediation** has been scheduled.

Date of meeting: \_\_\_\_\_

\_\_\_\_\_ Both parties agreed in writing to **waive** the resolution meeting requirement.

Date of waiver: \_\_\_\_\_

\_\_\_\_\_ Both parties have agreed in writing that **no agreement is possible**.

Date of decision: \_\_\_\_\_

**Completed by:** \_\_\_\_\_  
Name Title Date