

**OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA**

Due Process Resolution Session Outcome Tracking Form

ATTENTION LOCAL EDUCATIONAL AGENCIES

The California Department of Education, referred to as "CDE," in conjunction with the Office of Administrative Hearings, referred to as "OAH," is required to collect data on resolution session outcomes. Please note that a Local Educational Agency, referred to as "LEA," must convene a resolution session within 15 calendar days of the receipt of the request for due process unless the parties agree to participate in mediation or agree in writing to waive the resolution session meeting. (20 U.S.C. § 1415(f)) LEAs are required to report the status and outcome of a resolution session to the OAH.

An authorized representative of the LEA must complete and send this form to OAH.

LEA's may submit the resolution session outcome data either by U.S. mail or electronically using OAH's Secure e-File Transfer system, referred to as "SFT."

To Submit by SFT:

To create a free SFT account and to access the SFT system, please visit OAH's [SFT](#) website page at the URL below:

<https://www.dgs.ca.gov/OAH/Services/Page-Content/Office-of-Administrative-Hearings-Services-List-Folder/File-or-Upload-OAH-Case-Documents>

To Submit by U.S. Mail Send to OAH at:

Office of Administrative Hearings
2349 Gateway Oaks Drive, Suite 200
Sacramento, CA 95833

If you need assistance to complete this form, or have questions, please contact OAH by telephone at 916-263-0880. Additional information is available on [OAH's website](#) at the URL below:

<https://www.dgs.ca.gov/OAH/Case-Types/Special-Education/Forms/Notice-of-Resolution-Session-Outcome>

OAH Case Number:

Student's Name:

Local Education Agency (LEA):

Authorized LEA Representative (Print or Type Name):

Signature:

Date:

Resolution Session Information:

Date LEA received notice of due process complaint:

1. Was a resolution session held within 15 calendar days of receipt of the request for due process hearing (referred to as "15-day period")?

No

Yes

If "Yes" was checked above, what was the date the resolution session was held?
(If more than one resolution session was held, please list all dates.)

2. Was a resolution session held after the 15-day period?

No (If checked go to question number 4, below.)

Yes

In the space below state the date the resolution session was held. (If more than one resolution session was held, please list all dates.)

Within how many days of receipt of the request for due process was the resolution session held? (If more than one resolution session was held use the date of the first session.)

3. Did the resolution session result in a written settlement agreement?

No

Yes

If "Yes" was checked was the settlement agreement a full or partial agreement?

Full

Partial

4. If a resolution session was not held, please select one of the following:

Parties agreed, in writing, to waive the resolution session.

The resolution session was scheduled, but the parent did not attend the meeting. Please describe your efforts to obtain parental participation and attach any relevant documentation.

The LEA failed to convene the resolution session within the 15-day period. Please explain.

The parties agreed to waive the resolution session and participate in mediation. If checked, provide the following information:

Date of Mediation:

Was an agreement reached?

Yes

No

Additional Comments: