

Alternative Dispute Prevention and Resolution Process for Requests

ADR SUPPORT REQUEST	LOCAL RESOLUTION SESSION REQUEST	OAH RESOLUTION WAIVED	OAH RESOLUTION
<ul style="list-style-type: none"> LEA or parent fills out ADR Request form Form is submitted to SELPA Executive Director Executive Director assigns a SELPA staff member to the request SELPA staff member contacts requestor to discuss concerns and ADR continuum options <ul style="list-style-type: none"> Study sessions/ Workshops Conferencing Coaching Consultation IEP Process Support FIEP Parent/LEA review and consent to SELPA ADR Participation form SELPA, LEA and parent collaborate for resolution 	<ul style="list-style-type: none"> LEA or parent fills out ADR Request form and submits to SELPA Executive Director (ED) SELPA ED contacts parent to: <ul style="list-style-type: none"> Introduce self and share the alternative for a local resolution Learn more about their concerns and formulate problem solving matrix Offer a resolution session Obtain potential dates SELPA ED communicates with LEA for potential dates and their desired outcomes SELPA ED blocks 3 hours at mutually agreeable date/time SELPA ED sends written notice with dates/times for resolution (use letter template) Parties sign Confidentiality Agreement Hold resolution session 	LEA immediately notifies SELPA ED of Due Process filing (15 calendar day timeline from date of filing for Resolution)	
		WHEN FAMILY FILES DUE PROCESS <ul style="list-style-type: none"> LEA fills out ADR Request form, indicating resolution session, and submits to SELPA ED LEA contacts parent letting them know of SELPA contact SELPA ED contacts parent to offer a resolution meeting Obtain, in writing, that both parties waive resolution 	WHEN FAMILY FILES DUE PROCESS <ul style="list-style-type: none"> LEA fills out ADR Request form and submits to SELPA ED LEA contacts parents letting them know of SELPA contact SELPA ED contacts parent to: <ul style="list-style-type: none"> Introduce self and share the alternative for a local resolution Learn more about their concerns and formulate problem solving matrix Offer a resolution session Obtain potential dates SELPA ED communicates with LEA for potential dates and their desired resolution SELPA ED blocks 3 hours at a mutually agreeable date/time SELPA ED sends written notice with dates/times for resolution (use letter template) Parties sign Confidentiality Agreement Hold resolution session
		WHEN LEA FILES DUE PROCESS If LEA files, there is no 15-day timeline. Otherwise, process is the same.	WHEN LEA FILES DUE PROCESS If LEA files, there is no 15-day timeline. Otherwise, process is the same.