a. Procedures

1) **Time limit of 60 calendar days after a complaint is filed to:**
   1. Carry out an independent on-site investigation, if the State Educational Agency determines that the investigation is necessary;
   2. Give the complainant the opportunity to submit additional information, either orally or in writing, about the allegations in the complaint;
   3. Provide the LEA or other public agency with the opportunity to respond to the complaint, including, at a **minimum:** (a) at the option of the agency, a proposal to resolve the complaint; and (b) an opportunity for a parent who has filed a complaint and the agency to agree voluntarily to engage in mediation;
   4. Review all relevant information and make an independent determination as to whether the LEA or other public agency is violating a requirement of Part B of the IDEA; and
   5. Issue a written decision to the complainant that address each allegation in the complaint and contains: (a) findings of fact and conclusions; and (b) the reasons for the State Educational Agency’s final decision.