

C. RESOLUTION PROCESS (34 CFR §300.510)

1. Resolution meeting

Within 15 calendar days of receiving notice of your due process complaint, and before the due process hearing begins, the LEA must convene a meeting with you and the relevant member or members of the IEP Team who have specific knowledge of the facts identified in your due process complaint. The meeting:

- a. Must include a representative of the LEA who has decision-making authority on behalf of the LEA; and
- b. May not include an attorney of the LEA unless you are accompanied by an attorney. You and the LEA determine the relevant members of the IEP Team to attend the meeting. The purpose of the meeting is for you to discuss your due process complaint, and the facts that form the basis of the complaint, so that the LEA has the opportunity to resolve the dispute.
- c. The resolution meeting is not necessary if:
 - 1) You and the LEA agree in writing to waive the meeting;
 - 2) You and the LEA agree to use the mediation process, as described under the heading *Mediation*.