

Connecticut State Department of Education  
Bureau of Data Collection, Research and Evaluation

# Due Process Hearing Requests - Resolution Meetings Data Collection Handbook-Reference Guide

Version 1.0

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## Documentation Change Log

Version	Section / Page	Date	Description
1.0		4/10/2018	Published

## Contact Information

### Resolution Meetings

Contact	Name	Email	Phone
Bureau of Special Education Consultant	Mary Jean Schierberl	<a href="mailto:Maryjean.Schierberl@ct.gov">Maryjean.Schierberl@ct.gov</a>	860-713-6943
SDE Data Manager	Laura Guerrero	<a href="mailto:Laura.Guerrera@ct.gov">Laura.Guerrera@ct.gov</a>	860-713-6898
Analyst	Diane Murphy	<a href="mailto:Diane.Murphy@ct.gov">Diane.Murphy@ct.gov</a>	860-713-6891



**CAUTION:** The Family Educational Rights & Privacy Act (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99) prohibits disclosure of personally identifiable information from students' education records.

**DO NOT EMAIL STUDENT NAMES.** You may email student SASIDs.



## Handbook / Reference Guide

### Due Process Hearing Requests - Resolution Meetings Data Collection

Beginning with the 2011-12 school year, Resolution Meetings has a new data collection which displays existing hearing request cases, and collects data regarding the results of each resolution meeting, in a way that captures whether the resolution meeting was either held or waived within the required timeframe. It is a requirement by Section 300.510(a)(1) of IDEA to offer a resolution meeting for each hearing within 15 calendar days of the date the hearing request was received.

#### Data Collection

Each district is presented with a list of individual students which have had a hearing request initiated by a parent, student or parent surrogate, and currently reported in the State Department of Education managed Due Process system between July 1 and June 30.

SEDAC determines the date the meeting is due by and if the results met the required 15 calendar day timeline. The DATE HEARING REQUEST RECEIVED is day 0 of the timeline. The Resolution meeting is considered timely when the resolution meeting was held or waived by the 15<sup>th</sup> calendar day after the date the hearing request was received by the LEA (as reported in the Due Process system).

Each district will no longer need to track aggregate numbers for expedited and non-expedited meetings. The original hearing requests reported in the State Department of Education managed Due Process system along with the district level SEDAC Due Process Hearing Requests data collection results, will produce the aggregate numbers for use in federal, state and departmental reporting requirements.

#### Time Periods and Deadlines

- Anticipated opening of collection is typically July 1 of the current school year.
- Anticipated closure of collection is typically August 9 of the next school year.

#### District Certification

There is no automated certification process. It is the responsibility of district to complete the Due Process Hearing Requests data collection for each student where a hearing request exists in the State Department of Education managed Due Process system.

## Data Fields

### Due Process Hearing Requests - Resolution Meetings

**Due Process Hearing Requests  
Resolution Meetings**

Enter Resolution Meeting information for Hearing Requests received from July 1 to June 30 of the collection year.

If you have questions regarding reporting this information, please contact the SDE Due Process Unit at **860-713-6928**.

Nexus District:

Collection Year:

View:

**Click a name to add or edit the status of the resolution meeting.**

District	SASID	Full Name	Hearing Request Received	Resolution Meeting Due By	Meeting Held or Waived Date	Days Late	Record Status
			07/01/2011	07/16/2011		24	PAST-DUE
			07/08/2011	07/23/2011		17	PAST-DUE
			07/13/2011	07/28/2011		12	PAST-DUE
			07/27/2011	08/11/2011		0	PENDING

**Resolution Meetings  
Meeting Details**

SASID	Last Name	First Name	Date Of Birth	Case Number	Expedited
			01/30/2002	12-0004	No

Hearing Request Date: 07/01/2011

Resolution Meeting Due By: 07/16/2011

Date Resolution Meeting Held or Waived? (MM/DD/YYYY) \*  PAST-DUE

Was the Resolution Meeting Held or Waived? \*

Did this resolution Meeting result in a written settlement agreement? \*

#### Data Fields

- District**

The District of the student as recorded in the Due Process system.

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- Collection Year**

The Resolution Meeting collection year, based on the Hearing Request Date between July 1 and June 30.

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<b>Due Process Case Number</b>	Case Number of student as reported in Due Process system. <hr/>
<b>SASID</b>	SASID of student as reported in Due Process system. <hr/>
<b>Name</b>	Student's first and last name as reported in the Due Process system. <hr/>
<b>Hearing Request Received</b>	The date the hearing request was received by SDE or the district, as reported in the Due Process system. <hr/>
<b>Resolution Meeting Due By</b>	The last date before the resolution meeting is considered late. <b>Rules</b> <input type="checkbox"/> 15 calendar days after the HEARING REQUEST RECEIVED date, where this date is considered day zero. <b>Values</b> <ul style="list-style-type: none"><li>▪ N/A</li></ul> <hr/>
<b>Was the Resolution Meeting Held or Waived?</b>	Indicates if the meeting was held or waived. If a waiver is not received, the meeting must be held. <b>Rules</b> <input type="checkbox"/> Required if DATE RESOLUTION MEETING HELD OR WAIVED entered <b>Values</b> <ul style="list-style-type: none"><li>▪ Held</li><li>▪ Waived</li></ul> <hr/>
<b>Date Resolution Meeting Held or Waived</b>	The date of the meeting or the date the waiver was signed and received by the district. <b>Rules</b> <input type="checkbox"/> Required if RESOLUTION MEETING HELD OR WAIVED entered <input type="checkbox"/> Cannot be future date <input type="checkbox"/> Cannot be before July 1 of the current collection year <input type="checkbox"/> Cannot be before the Hearing Request Date <b>Values</b> <ul style="list-style-type: none"><li>▪ MMDDYYYY</li></ul> <hr/>
<b>Days Late</b>	DAYS LATE is the number of days past the RESOLUTION MEETING DUE BY date.

**Rules**

- If RESOLUTION MEETING DUE BY is prior to today, the DAYS LATE is displayed

**Values**

- N/A
- 

Indicates whether the resolution meeting was held or waived within the 15 day calendar day requirement.

**Rules**

- Calculated at save based on the DATE RESOLUTION MEETING HELD OR WAIVED
- If DATE RESOLUTION MEETING HELD OR WAIVED is past the RESOLUTION MEETING DUE BY date, then display **Late**, if not display **On-time**.
- If no DATE RESOLUTION MEETING HELD OR WAIVED has been entered and calculated RESOLUTION MEETING DUE BY has not passed, show "Pending".
- If no DATE RESOLUTION MEETING HELD OR WAIVED has been entered and calculated RESOLUTION MEETING DUE BY has passed, show "Past Due".

**On-time / Late**

**Values**

- Pending
  - Past Due
  - On-time
  - Late
- 

Indicates whether a written agreement resulted from the resolution meeting.

**Rules**

- Required if RESOLUTION MEETING HELD OR WAIVED is **Held**

**Did this resolution meeting result in a written settlement agreement?**

**Values**

- No
  - Yes
-





## Procedures

### How to add the Resolution Meetings data to SEDAC

Each district is presented with a list of individual students which are reported in the State Department of Education managed Due Process system between July 1 and June 30. Each student listed has had a hearing request initiated by a parent, student or parent surrogate. Use this procedure to enter your resolution meeting data.

#### Prerequisites

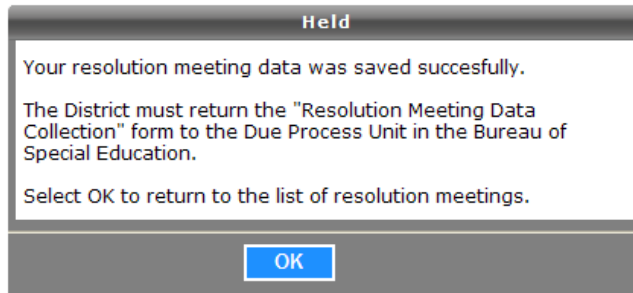
- Authorization for the SEDAC: Special Education Data Application and Collection system
- SEDAC open
- The collected data for entry into the system

#### Step Action

- 1 Log-in to SEDAC (Batch and Online Entry)
- 2 Select **Reporting** from the SEDAC Management menu.
- 3 Select **Mandatory Off-cycle Reports**
- 4 Select **Due Process Hearing Requests**. The system displays a list of students on the *Due Process Hearing Requests Resolution Meetings* screen.
- 5 Is there a student displayed on this report?
  - **Yes** - Go to Step 6.
  - **No** - This procedure is complete.
- 6 Select the NAME of your student. The system displays the *Meetings Details* screen.
- 7 Review the DATE HEARING REQUEST RECEIVED and RESOLUTION MEETING DUE BY.
- 8 Enter the DATE RESOLUTION MEETING HELD OR WAIVED.
- 9 Enter the RESOLUTION MEETING HELD OR WAIVED.
  - If Held - Go to Step 10.
  - If Waived - Go to Step 11.
- 10 Enter DID THIS RESOLUTION MEETING RESULT IN A WRITTEN SETTLEMENT AGREEMENT.
- 11 Select **Save** when complete.
  - RECORD STATUS is calculated for each student.
    - If DATE RESOLUTION MEETING HELD OR WAIVED is before RESOLUTION MEETING DUE BY, then RECORD STATUS is **On-Time**

- If DATE RESOLUTION MEETING HELD OR WAIVED is after RESOLUTION MEETING DUE BY, then RECORD STATUS is **Late**

➤ The system displays



- 12** Select OK. The system redisplay the *Due Process Hearing Requests Resolution Meetings* screen.
- 13** This procedure is complete.

## CSDE's Statement of Nondiscrimination

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
Connecticut State Department of Education  
450 Columbus Boulevard, Suite 607  
Hartford, CT 06103  
860-807-2071  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)