

## **Due Process Procedures**

**Goal:** TCSS will address complaints, mediation requests, or due process hearing requests in an expedited manner with 100% compliance.

### **General Guidelines:**

1. When parents file a written complaint against the Troup County School System with the Georgia Department of Education the complaint will be resolved within 60 calendar days. The school system will respond in writing and describe any actions or explanation relevant to the complaint.
2. Parents or the school system can seek mediation from the Georgia Department of Education if there are unresolved issues. The mediation will be conducted by a qualified impartial mediator.
3. The due process hearing request must allege a violation that occurred not more than two years before the actual date the request is filed. Due process hearing request can be filed by either the parent or the school system. Both parties are required to resolve their issues either through a resolution session or mediation. If the parties are not able to resolve their issues, the due process hearing takes places. The hearing will occur within 45 days of the resolution meeting or the mediation.

### **Troup County Guidelines:**

School administrators and teachers should follow the procedures below if confronted with a potentially contentious situation:

1. Ensure the student's IEP was written and is being implemented accurately. If the IEP violates the due process procedures as outlined in the GADOE manual, you need to amend the IEP.
2. Schedule an IEP meeting as soon as possible.
3. Invite your school administrator to that meeting.
4. Be sure to invite a special education administrator to attend those IEP meetings.
5. Be sure to invite all the required members
6. Bring data on IEP goals to the meeting
7. Provide a copy of parent right to parent.
8. Follow IEP guidelines.
9. Be sure to keep a log of all parent contacts
10. Make all school records available to the Exceptional Education administrators or school administrators when parents make a request for records.
11. If parents want to come and review records at school, please inform your school administrator and make sure there is someone present to view the records with you.
12. When in doubt please contact EEC to speak to one of the special education administrators.