

Pennsylvania Department of Education  
Office of elementary and secondary education  
April 21, 2017  
PENN\*LINK

To: School District Superintendents  
School District Special Education Directors  
Intermediate Unit Executives  
Intermediate Unit Special Education Directors  
Charter School Chief Executive Officers  
Charter School Special Education Directors

From: Ann Hinkson-Herrmann, Director  
Bureau of Special Education

Subject: Office for Dispute Resolution Timelines

The Individuals with Disabilities Education Act (IDEA) requires states to monitor and enforce compliance by local educational agencies (LEAs) pertaining to the timelines for due process hearings, including the resolution process, according to 34 CFR § 300.510. The Resolution Meeting Data form is an available tool to document timeline compliance.

The Resolution Meeting Data form is a requirement for the LEA to complete and return to the Office for Dispute Resolution (ODR) within the timelines specified on the form. This information is necessary for ODR to comply with its reporting obligations to the federal Office of Special Education Programs (OSEP) and the Pennsylvania Department of Education, Bureau of Special Education (BSE) which has general supervisory authority for enforcement of IDEA and its resolution meeting requirements. ODR is mandated to report to BSE any LEA that fails to complete and return the Resolution Meeting Data form as required.

Should BSE receive notification from ODR that a LEA has failed to comply with completing and returning the Resolution Meeting Data form after ODR has attempted to obtain it, a finding of noncompliance will be issued to the LEA and corrective action will be ordered.

For parent-requested due process hearings, the Resolution Meeting Data form may now be completed and submitted electronically via a web-based password protected program located at <http://odr-pa.org/rm-form/>. The unique passwords are sent to the LEA when a due process request has been initially made. Alternatively a Microsoft Word version, which is located at the same link, can still be completed. The Microsoft Word version should be sent to Heather Doyle at [hdoyle@odr-pa.org](mailto:hdoyle@odr-pa.org), the assigned Hearing Officer, and the opposing parties.

If you have any questions pertaining to the information contained in this Penn\*Link, please contact John Gombocz, Special Education Adviser for Policy, by email at [jgombocz@pa.gov](mailto:jgombocz@pa.gov) or by phone at 717.772.3745.