

Request for a Due Process Hearing

Kentucky Department of Education
Office of Legal Services
300 Sower Blvd., 5th Floor
Frankfort, KY 40601
(502) 564-4474

Pursuant to the Individuals with Disabilities Education Act (IDEA) and [707 KAR 1:340](#)

Items denoted by * are optional and are not required for submission.

Parent/Guardian:

* Parent/Guardian's Phone Number:

* Parent/Guardian's Address:

* Parent/Guardian's Email Address:

Child's Name:

* Child's Date of Birth:

Child's Address:

If student is a homeless child or youth, please include any available contact information.

* Child's School District:

Child's School:

Complete only if the child will be represented by an attorney or advocate.

Representative's Name:

Representative's Phone Number:

Representative's Address:

Representative's Email Address:



Describe the nature of the problem. Include facts related to the problem.

At this time, what do you believe would solve the problem?

To Request a Due Process Hearing: You, your attorney, or an advocate on behalf of your child, must submit a request for a due process hearing to the Office of Legal Services. You may use the attached form to assist you in requesting a due process hearing, although you are not required to use this form. If you wish, you may attach additional information and additional pages. You may submit your request via email, fax, hand-delivery, or regular mail. Please submit your request to:

Office of Legal Services
300 Sower Blvd, 5th Floor
Frankfort, KY 40601
(502) 564-4474
(502) 564-9321 (fax)
KDElegal@education.ky.gov

Whether you use the included form or not, the request for a due process hearing must include the following information:

- (1) The name of the child;
- (2) The address of the residence of the child;
- (3) The name of the school the child is attending;
- (4) In the case of a homeless child or youth (within the meaning of section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), available contact information for the child, and the name of the school the child is attending;
- (5) A description of the nature of the problem of the child relating to the proposed or refused initiation or change, including facts relating to the problem; and
- (6) A proposed resolution of the problem to the extent known and available to the party at the time.

If you wish to attempt to resolve your differences with the district in a more informal manner, you can request the services of an educational mediator. Mediation is an option offered at no cost to parents of a child with an educational disability and local school districts to reach agreement over issues related to the identification, evaluation, or the educational placement of a child with a disability or the provision of a free appropriate public education. Mediation is an informal process in which the parties involved are given an opportunity through a mediator to resolve their disputes and find a satisfactory solution.

If you are interested in requesting mediation, please contact the Office of Legal Services at (502) 564-4474.

