# CASE NUMBER: Enter # if known. - NYC: Enter #.

## FINDINGS OF FACT AND DECISION

Case Number: Re-enter NYC case #.

Student’s Name[[1]](#footnote-1): Enter name. (“Student”)

Date of Birth: Enter DOB.

School District: Enter name.

Hearing Requested by: Enter name. (“Parent(s)”)

Enter name or delete unused box.

Request Date/Date Complaint Filed: Enter date.

Date(s) of Hearing: Enter date.

Enter date or delete unused box.

Enter date or delete unused box.

Enter date or delete unused box.

Actual Record Closed Date: Enter date (must precede date of signature).

Date of Decision: Enter date (must be same as date of signature).

Date of Distribution (if Different than Decision Date): Enter date if applicable.

Time Sensitive Choose an item.

Hearing Officer: Enter your name.

### NAMES AND TITLES OF PERSONS WHO APPEARED ON Enter date.

For the Student:

Enter information. Press “enter” to add more as needed.

For the Department of Education:

Enter information. Press “enter” to add more as needed.

### NAMES AND TITLES OF PERSONS WHO APPEARED ON Enter date or delete this section.

For the Student:

Enter information. Press “enter” to add more as needed.

For the Department of Education:

Enter information. Press “enter” to add more as needed.

### NAMES AND TITLES OF PERSONS WHO APPEARED ON Enter date or delete this section.

For the Student:

Enter information. Press “enter” to add more as needed.

For the Department of Education:

Enter information. Press “enter” to add more as needed.

### NAMES AND TITLES OF PERSONS WHO APPEARED ON Enter date or delete this section.

For the Student:

Enter information. Press “enter” to add more as needed.

For the Department of Education:

Enter information. Press “enter” to add more as needed.

## INTRODUCTION

This is a decision in a hearing under the [Individuals with Disabilities Education Act (“IDEA”), the New York Education Law, and/or Section 504 of the Rehabilitation Act of 1973]. The [Parent/District] filed this case on Enter date..

## PROCEDURAL HISTORY

[Enter text of relevant information, dates, and references to exhibits as appropriate including, but not limited to, the following:

* Due Process Complaint allegations and DOE's Response;
* IHO appointment;
* Hearing date, parent representation, and DOE representation;
* Resolution meeting, pre-hearing conference, and summary of motions filed and significant agreements or rulings prior to the due process hearing and your decision;
* Extensions to the decision timeline; and
* Written closing arguments or briefs.]

I held a hearing on Enter date. It was a [closed/open] hearing. Parent [was/was not represented by [Enter name.]]. DOE was represented by Enter name. Parent entered into evidence exhibits Enter information . DOE entered into evidence exhibits Enter information[[2]](#footnote-2).

## FINDINGS OF FACT

[Enter text of relevant information, dates, and references to exhibits as appropriate including, but not limited to, the following:

* Student’s age, grade, and disability classification;
* Special education services and placement;
* Additional information relating to student’s disability and circumstances;
* Recommendations; and
* Allegations noted in the Due Process Complaint.]

## CONCLUSIONS OF LAW AND ANALYSIS

[Enter text of relevant information concerning applicable legal standards. In cases involving tuition reimbursement, consider sub-sections (FAPE, Appropriateness of the Unilateral Placement, and Equities).]

## ORDER

Based upon the above Findings of Fact and Conclusions of Law, it is hereby ordered:

1. [List information. Press enter to add next item.]

**SO ORDERED.**

DATED: Enter date.

Impartial Hearing Officer

## NOTICE OF RIGHT TO APPEAL

Within 40 days of the date of this decision, the parent and/or the Public-School District has a right to appeal the decision to a State Review Officer (SRO) of the New York State Education Department under section 4404 of the Education Law and the Individuals with Disabilities Education Act.

If either party plans to appeal the decision, a notice of intention to seek review shall be personally served upon the opposing party no later than 25 days after the date of the decision sought to be reviewed.

An appealing party’s request for review shall be personally served upon the opposing party within 40 days from the date of the decision sought to be reviewed. An appealing party shall file the notice of intention to seek review, notice of request for review, request for review, and proof of service with the Office of State Review of the State Education Department within two days after service of the request for review is complete. The rules of procedure for appeals before an SRO are found in Part 279 of the Regulations of the Commissioner of Education. A copy of the rules in Part 279 and model forms are available at <http://www.sro.nysed.gov>.

## APPENDIX A – REDACTION IDENTIFICATION PAGE

| **Term Used In FOFD** | **Redacted Information** |
| --- | --- |
| Student |  |
| Parent/Guardian |  |
| Parent Attorney/Representative |  |
| District Attorney/Representative |  |
| School |  |
| District |  |
| [Fill in] |  |
| [Fill in] |  |
| [Fill in] |  |
| [Fill in] |  |

**Submit this page to the parent and doe only.**

**Do not submit this page to nysed.**

## APPENDIX B – DOCUMENTATION ENTERED INTO THE RECORD

### PARENT EXHIBITS

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibit** | **Document** | **Date** | **Pages** |
|  | Enter information. Press tab key. | Enter information. Press tab key. | Enter # of pages. Press tab key. |

### DOE EXHIBITS

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibit** | **Document** | **Date** | **Pages** |
|  | Enter information. Press tab key. | Enter information. Press tab key. | Enter # of pages. Press tab key. |

### IHO EXHIBITS

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibit** | **Document** | **Date** | **Pages** |
|  | Enter information. Press tab key. | Enter information. Press tab key. | Enter # of pages. Press tab key. |

1. Personally identifiable information is attached as Appendix A, “Redaction Identification Page,” to this decision and must be removed prior to public distribution. [↑](#footnote-ref-1)
2. A more detailed list of the admitted exhibits is attached as Appendix B, “Documentation Entered Into the Record,” to this decision. [↑](#footnote-ref-2)