

## DUE PROCESS COMPLAINT - RESOLUTION SESSION SUMMARY

Michigan Department of Education  
Office of Special Education and Early Intervention Services

*The following information is necessary for the annual MDE Annual Performance Report. The MDE Due Process Complaint Procedures require that this form be submitted: 1) within 14 days after conclusion of the resolution session, or 2) immediately following the resolution of a due process complaint through mediation or other means, or 3) no later than July 31 of the fiscal year, if the due process complaint is not yet resolved. If you have questions, please contact Harvalee Saunto, at: (517) 241-7507.*

**Complaint #** \_\_\_\_\_ **District:** \_\_\_\_\_ **Student:** \_\_\_\_\_

1.    \_\_\_ A Resolution Meeting was not conducted because  
      \_\_\_ The due process complaint was filed by the district  
      \_\_\_ The parties mutually agreed to waive the resolution session  
      \_\_\_ The parties mutually agreed to mediation  
      \_\_\_ Other (please explain) \_\_\_\_\_  
      \_\_\_\_\_

2.    \_\_\_ A Resolution Meeting was conducted, on (date/s) \_\_\_\_\_

3.    \_\_\_ The Due Process complaint was not resolved at the resolution meeting(s)

4.    \_\_\_ The due process complaint was resolved at the resolution meeting(s), and  
      \_\_\_ A Written Settlement Agreement was completed  
      \_\_\_ The due process complaint was withdrawn  
      \_\_\_ Other (please explain) \_\_\_\_\_  
      \_\_\_\_\_

5.    District representative completing this form:  
      Name: \_\_\_\_\_ Date: \_\_\_\_\_  
      Position: \_\_\_\_\_ Phone: \_\_\_\_\_

**Mail to:** Michigan Department of Education  
Office of Special Education and Early Intervention Services  
P.O. Box 30008  
Lansing, MI 48909