



Guidance

The Resolution Meeting

Michigan Department of Education Office of Special Education
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What is a resolution meeting?

A resolution meeting is held when a parent files a due process complaint requesting a hearing against a school district. The district is required to contact the parent to schedule a resolution meeting.

The purpose of the resolution meeting is to provide the parent and the district an opportunity to discuss the parent's complaint and to reach a prompt and early resolution of the dispute without going to a hearing.

When is a resolution meeting required?

A resolution meeting is always required, except when:

- The parent and district agree, in writing, to waive all resolution and move forward with the hearing process; or
- The parent and the district agree, in writing, to waive the resolution meeting and agree to use mediation (see mediation/resolution meeting comparison chart on page 3).

Who participates in a resolution meeting?

Participants in a resolution meeting include:

- The parent (or adult student);
- A school district representative with authority to enter an agreement; and
- Relevant member(s) of the Individualized Education Program (IEP) team who have specific knowledge of the facts identified in the due process hearing request.

The district is only permitted to bring an attorney to a resolution meeting when the parent brings an attorney to the resolution meeting.

What happens if the school does not schedule the resolution meeting?

When the district does not schedule the resolution meeting, the parent may ask the administrative law judge (ALJ) to begin the due process timeline.

What happens if the parent does not participate in the resolution meeting?

When the parent does not participate in the resolution meeting, the school district can ask the ALJ to dismiss the complaint and cancel the hearing.

What happens if participants reach agreement at the resolution meeting?

When participants are able to successfully reach an agreement during the resolution meeting:

- Participants sign a legally binding written agreement.
- Either party may cancel the agreement within three business days after the agreement is signed.
- Agreements could include:
 - What action(s) will be taken.
 - When each action will be completed and by whom.
 - The person responsible for making sure the actions are taken.
 - The time period of the agreement.
 - A process for review when the actions are completed.
 - Who to contact if a participant has a concern about the agreement.
 - The impact on the due process complaint.

What happens if the parent and the district do not reach agreement at the resolution meeting?

When the parent and the district are unable to reach agreement at the resolution meeting:

- The ALJ determines next steps regarding the hearing.
- The parties can continue to discuss resolution outside of the resolution meeting.
- Sometimes the issues can be resolved at an IEP meeting. A facilitated IEP meeting is a no-cost collaborative problem-solving process led by a trained, neutral, third-party facilitator.
- The parties can request mediation. Mediation is a no-cost collaborative problem-solving process led by a trained, neutral, third-party mediator.

How are mediation and resolution meetings different?

Mediation	Resolution meeting
Can discuss any dispute under IDEA with or without a due process complaint	Discuss issues raised in a due process complaint
Can be held at any time, even up to the time of a due process hearing	Must be held within 15 days of parent filing a due process complaint (7 days for expedited hearings) or must be waived in writing by both parties
Automatic statutory confidentiality	Confidentiality can be written into the agreement, but is not automatic or required
Mediation Agreement enforceable upon execution	Resolution meeting Agreement subject to 3 business day rescission period
Participants must include the parent and a district representative with authority to bind the agreement	Participants must include the parent, a district representative with authority to bind an agreement and relevant IEP team member(s) with specific knowledge of the facts pertaining to the issues raised in the complaint
Attorney participation is by party choice	School district may not bring an attorney unless parent attorney is present

Additional Resources:

[Special Education Mediation Services \(SEMS\)](#)

(<https://www.mikids1st.org/>)

833-KIDS-1ST (833-543-7178)

[Michigan Alliance for Families \(MAF\)](#)

(<https://www.michiganallianceforfamilies.org/>)

800-552-4521

[Family Matters: Special Education Problem Solving Fact Sheet](#)

(https://www.michigan.gov/documents/mde/ProblemSolving_FactSheet_620264_7.pdf)

[Michigan Department of Education \(MDE\), Office of Special Education \(OSE\), Special Education Due Process Complaint Procedures](#)

(https://www.michigan.gov/documents/mde/DueProcess_Complaint_Procedures_340126_7.pdf)

Michigan Department of Education, Office of Special Education Information Line

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