



State of New Jersey

DEPARTMENT OF EDUCATION

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CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

DAVID C. HESPE  
Commissioner

June 28, 2016

TO: Chief School Administrators  
Charter School and Renaissance School Project Lead Persons  
Directors of Special Education  
Administrators of a State Facility  
Administrators of an Approved Private School for Students with Disabilities  
Administrators of a College-Operated Program  
Statewide Special Education Advisory Council  
Agencies or Organizations Concerned with Special Education

FROM: John Worthington, Acting Director  
Office of Special Education Programs

SUBJECT: Electronic Submission of Special Education Requests for Due Process and Mediation

Beginning July 1, 2016, the Office of Special Education Programs (OSEP) will accept requests for due process and mediation electronically using an OSEP-maintained and monitored email address. The newly created email address will be used exclusively for the submission of petitions and will not be used to communicate with the parties or their representatives. Completed petitions must be saved as Adobe PDF documents and submitted as an attachment to an email sent to: [osepdisputeresolution@doe.state.nj.us](mailto:osepdisputeresolution@doe.state.nj.us). Adobe Acrobat Reader is document reader software that is available for free download at: <https://get.adobe.com/reader/>.

Existing dispute resolution policies will not change. Specifically, requests must be completed and signed by the adult student or by the minor student's parent(s) or legal guardian(s). Completed petitions must be served upon the opposing party. Consistent with existing policy, OSEP will not accept attachments or exhibits to petitions, and therefore those items should not be included in petitions submitted by email. Allowing electronic submission of petitions will streamline the dispute resolution process; provide ease of access to petitioners; and will improve program efficiency.

More information about electronic submission of petitions for due process and mediation is available on our website at: <http://www.state.nj.us/education/specialed/duel/>. Should you have any questions or require additional information, please contact Dominic Rota at 609-984-1286.

JW/KE/dr

c: Members, State Board of Education  
Commissioner David C. Hespe  
Senior Staff  
Diane Shoener  
Kathleen Ehling  
Dominic Rota  
Executive County Superintendents  
Executive Directors for Regional Achievement Centers

Executive County Business Officials  
County Supervisors of Child Study  
Garden State Coalition of Schools  
NJ LEE Group  
Office of Administrative Law  
Receiving Schools  
Deaf Program Administrators