



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 Lead Persons
Renaissance School Project Lead Persons
Directors of Special Education
Administrators of State Facilities
Administrators of Approved Private Schools for Students with Disabilities
Administrators of College-Operated Programs
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. 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 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/due/>. 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
David C. Hespe, Commissioner
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