

## **Procedures to Request an Impartial Hearing**

Impartial Hearing requests must be submitted in writing. This can be done by composing a letter or by filling out and submitting the Due Process complaint notice which can be found on this site.

Your impartial hearing request should include:

- Child's First and Last Name
- Child's Date of Birth
- Child's Current address
- Child's current school (If not attending, so indicate)
- A description of the problem (Including related details)
- Proposed solution to the problem
- Signature of parent or parent's attorney

The impartial hearing request *must* be signed by either the parent (with legal decision making rights) or an attorney.

In the case of a parent advocate, the parent is required to sign the impartial hearing request or submit a **confidentiality release form**.

The request will *not* be processed if signed by the parent's advocate alone.

The form or letter should be submitted by mail to:

Impartial Hearing Office  
131 Livingston Street  
Room 201  
Brooklyn, NY, 11201  
Attn: Request for Impartial Hearing  
Fax: 718-935-2528/2932  
Email: **ihoquest@schools.nyc.gov**

Requests submitted after 5PM will be considered received on the next business day.

When submitting documents to the hearing office, please make sure the document is properly labeled, including a description of what the document is, i.e. Attn: Request for impartial hearing.