**OUTLINE OF REVISIONS MADE TO BSEA DOCUMENTS FOR PUBLIC COMMENT – DECEMBER 2023**

**Hearing Rules for Special Education Appeals**:

1. Rule I(B) was revised to clarify what information the IDEA requires to be included in the Hearing Request, and what information is not mandated but will assist the BSEA in communicating and responding to the Hearing Request;
2. Rule I(F) was revised to clarify that if a Parent does not participate in a Resolution Session, the school may, in accordance with the IDEA, request that the Hearing Officer dismiss the matter.
3. Rule II(C)(3)(d) was revised to change from 2 to 5 the number of days prior to an expedited hearing by which exhibits and witness lists must be exchanged, in accordance with the IDEA;
4. Rule X was revised so that the Rights of All Parties under Section A and the Parent Rights under Section B avoid duplication and correspond with IDEA language.
5. Rule XII(C) was revised to correct a typographical error regarding a reference contained therein to Rule IV. The corrected reference is to Rule XIII.

**Hearing Request Form:**

1. Clarified what information in the Hearing Request the IDEA requires, and what information is not mandated but will assist the BSEA in communicating and responding to the Hearing Request;
2. Added a Section to provide contact information if a Student is covered by the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434(a)(2)), as required by the IDEA.
3. Added a footnote to clarify that the use of the BSEA Form is not required, and that parties who need assistance in completing the form or putting it in writing, may contact the BSEA.

**BSEA Reference Manual and Pro se Litigant Guide**:

1. Both documents were revised to add language indicating that interpreters/translations are provided free of charge;
2. Both documents were revised to reflect the proposed revisions (above) to the Rules and the Hearing Request Form;
3. Both documents were revised to reflect the availability of virtual and hybrid proceedings;
4. The Manual was updated to delete the substantive sections on Mediation and instead reference the new BSEA Mediation Manual;
5. The sections of the Manual pertaining to Resolution Sessions were revised to more closely align with the verbatim language of the IDEA.
6. The Manual was revised to reflect that a request to submit written closing arguments is construed as a request for postponement.
7. The Manual clarifies that Parents can request and receive the Hearing Decision via email.
8. The Manual adds a section describing BSEA Standing Orders.
9. The Manual adds a link to the new search engine for BSEA Decisions and Rulings on the BSEA website.
10. The Manual Glossary of Terms was revised to match the Pro Se Litigant Guide Glossary of Terms.
11. Additional typographical, stylistic and formatting edits were made to both documents.

**BSEA Mediation Manual:**

New publication that provides more detailed information about mediation, expanding upon the version contained in the BSEA Reference Manual.