**Attachment A**

**Data Collection Required to be Captured and Reported to NYSED:**

* Due Process Request Data
  + Requestor
  + Date of Request
  + CSE/CPSE
  + District Name
  + Expedited/Non-Expedited
  + Number Assigned to case (NYC)
  + Student Placement
  + Student Classification
  + District Contact Person (District Representative)
  + Email/Phone contact info.
* Appt. information
  + Offer/Contact Information
  + IHO ID / Name
  + BOE Appointment Date
  + Rotational Exception (if applicable)
    - Potential Consolidation/Potential Refile
    - Expedited/Non-Expedited Split Case
    - Reference Case Number
  + Recission/Recusal Information
* Resolution Period Information
  + Resolution Start/End Date and Result
  + Resolution Meeting
    - Date scheduled/held
* Amendment
  + Approved Date
  + Requestor
* Consolidation Record
  + Case Number/Consolidation Date
* Hearings
  + Date Scheduled/Held/Hearing Type
* Extension Information
  + Requestor
  + Reason
  + Previous Compliance Date
  + Request/Grant Date
  + New Decision Date
* Case Issues
  + Issue Type
  + Issue Decision
  + District Action Required
* Case Closure Data
  + Case Closed date
  + Case Closure Type (Actual Decision; Dismissed; Settled; Withdrawn; Consolidation)
  + Actual Record Closed Date
  + Appealed to SRO (currently optional field)
* Recommended Data to be collected
  + Distribution Date of decision
  + Record of Case Offers to Impartial Hearing Officers (IHO)
  + Pendency Only Appointment (pending), while applicable
  + Mediation
    - Case Number
    - Request Date
    - Disposition Information
* Potential Additional Data To Be Collected
  + IHO Availability
  + # of cases appointed daily
  + Waitlist Priority Category, while applicable