**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	+ Case Closure Type (Actual Decision; Dismissed; Settled; Withdrawn; Consolidation)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