

## **Virtual Training: The Impartial Hearing Reporting System (IHRS) A Helpful How-To for School District Staff**

The New York State Education Department (NYSED) Office of Special Education is hosting a virtual training to provide information on the Impartial Hearing Reporting System (IHRS) and guidance to school districts for handling special education due process complaints. This training is specifically for school districts other than New York City. The virtual training will include information on:

- due process impartial hearing timelines;
- a review of the IHRS, main menu, and help file features;
- recording due process cases in the IHRS, including entering a case record, impartial hearing officer contacts and appointments, resolution period and resolution meeting data, hearings, case issues, extensions, and amendments; and
- appointing an impartial hearing officer out of rotation when there is a potential refile or consolidation case.

To accommodate a variety of schedules, the same virtual training will be offered three times this summer/fall. Pre-registration is required. To register, click on one of the links below.

- Thursday August 22, 2024 1:00-4:00 pm. Register in advance for this meeting:  
[https://us06web.zoom.us/meeting/register/tZEvceCrqDsjGtKhkNvUoEsRiXj9Jlu\\_UQE0](https://us06web.zoom.us/meeting/register/tZEvceCrqDsjGtKhkNvUoEsRiXj9Jlu_UQE0)
- Wednesday September 18, 2024 1:00-4:00 pm. Register in advance for this meeting:  
[https://us06web.zoom.us/meeting/register/tZYlcOmrqj8iE9BDK6pCole1Fb9L\\_Vq1lpbU](https://us06web.zoom.us/meeting/register/tZYlcOmrqj8iE9BDK6pCole1Fb9L_Vq1lpbU)
- Wednesday October 23, 2024 1:00-4:00 pm. Register in advance for this meeting:  
<https://us06web.zoom.us/meeting/register/tZwtdeirri8tHdyfrRPysCds0VR0K913Eh1S>

Individuals who need reasonable accommodation to participate in the virtual training should notify the Office of Special Education at [specedih@nysed.gov](mailto:specedih@nysed.gov) or (518) 473- 0170 no later than two weeks prior to the date of the session they plan on attending. Live captioning will be available through Zoom. Questions about the upcoming virtual training for the Impartial Hearing Reporting System may be directed to [specedih@nysed.gov](mailto:specedih@nysed.gov).