

Guidance for preparation of evidence for hearings

1. The school should select the documents they plan to offer into the record for the hearing. At least three business days before the pre-hearing conference, the school should compile a list of these documents and send this exhibit list to the parents. The school should bring three copies of this list and three copies of the documents to the pre-hearing conference.
2. The school should give the document an exhibit number (e.g., S-1) and number each page of the document (e.g., p.1, p.2, p.3, etc.). Documents should be organized in chronological order (not by document type).
3. The parents should review the school's list of exhibits and come to the pre-hearing conference with three copies of any other documents they wish to offer into the record, as well as three copies of a list of their exhibits.
4. Parents should give the document an exhibit number (e.g. Parent-1, Parent-2...) and number each page of the document (e.g. Parent-1 p.1, Parent-1 p.2...Parent-2 p.1, Parent-2 p.2). Documents should be organized in chronological order.
5. On the exhibit list, both parties should indicate a date for each of the documents.
6. Create table of contents for exhibits.
7. Both parties should avoid the usage of two-sided documents. Any two-sided documents should be photocopied to two one-sided documents.
8. All documents must be on 8 ½" x 11" paper. 8 ½" x 14" paper may not be used.