

Withdrawal of Dispute Resolution Request INSTRUCTIONS

Updated: July 1, 2020

Who is responsible: Parents, Individuals, and Agencies



Purpose and Use

The purpose of the form is to document requests to withdraw written state complaints, or requests for mediation and/or dispute resolution by parents of children served by the IDEA/Part C Early Intervention System. Note: The IDEA/Part C Early Intervention System has not adopted Part B dispute resolution procedures and does not offer resolution meetings.

The Withdrawal of Dispute Resolution Request may be completed by a parent of any infant or toddler referred or enrolled in IDEA/Part C in order to withdraw a previous written state complaint, request for mediation, and/or request for a due process hearing.

The form may also be completed by an organization or individual that has previously submitted a written state complaint regarding an allegation of a general violation of Part C of the IDEA or a violation with respect to an individual child.

Section 1: Type of Dispute Resolution to be Withdrawn

Check the type of dispute resolution: (a) Written State Complaint, (b) Mediation, or (c) Due Process Hearing.

Section 2: Child Information

If the original complaint alleged a general violation of Part C of IDEA rather than a violation of an individual child's or family's rights select 'Not Applicable.' In all other cases, provide the child's legal first and last name, date of birth, and address.

Section 3: Reason for Withdrawal of Request for Dispute Resolution

Write a brief statement as to why the original request is being withdrawn.

Section 4: Information about Person Withdrawing Dispute Resolution

Enter the name of the person requesting withdrawal of the dispute resolution request, and the relationship to the child (if any). Sign and date the form.

COMPLETED FORMS CAN BE SUBMITTED AS FOLLOWS:

E-MAIL: APPEALS@SCDHHS.GOV

FAX: 803.255.8206

MAIL:

**SCDHHS/APPEALS AND HEARINGS
1801 MAIN ST, COLUMBIA, SC 29201
ATTN: IDEA/PART C DISPUTES**