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| *North Carolina Infant-Toddler Program* |  |

*Mediation and/or Administrative Due Process Hearing  
Resolution Agreement*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Child’s Name: |  | | | | | | | Date of Birth: | |  |
| Date Complaint Received: | |  |  | Date Complaint Resolution Agreement Signed: | | | | |  | |
| Name of Children’s Developmental Services Agency: | | | | |  | | | | | |
| Parties Involved (List Name and Role) | | | | | | | | | | |
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|  | | | | | |  |  | | | |
| Summary of Parent’s Complaint | | | | | | | | | | |
|  | | | | | |  |  | | | |
| Terms of Agreement | | | | | | | | | | |
|  | | | | | |  |  | | | |
| Unresolved Issues | | | | | | | | | | |
|  | | | | | |  |  | | | |
| Recommendations to the North Carolina Infant-Toddler Program | | | | | | | | | | |
|  | | | | | | | | | | |
| Method of Resolution (check all that apply): | | | | | | | | | | |
| Discussion  Mediation  Administrative Due Process Hearing | | | | | | | | | | |
| Signatures: | | | | | | | | | | |
|  | | | | | |  |  | | | |
| *Parent* | | | | | |  | *Children’s Developmental Services Agency Representative* | | | |
|  | | | | | |  |  | | | |
| *Infant-Toddler Program Provider Agency/Representative Involved in Complaint* | | | | | |  | *Mediator/Hearing Officer (if applicable)* | | | |
|  | | | | | |  |  | | | |
| *Early Intervention Branch Representative* | | | | | |  | *Other (specify)* | | | |
| **Give the original of this Agreement to the Parent and copies to all other involved parties.** | | | | | | | | | | |

*North Carolina Infant-Toddler Program*

*Mediation and/or Administrative Due Process Hearing  
Resolution Agreement*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Child’s Name: |  | | | | | | Date of Birth: |  | |
| Date Resolution Implemented: | |  | |  | | | | |
|  | | |  |  | | | | |
|  | | | | |  |  | | | |
| Follow-up Provided to Ensure Implementation of Agreement | | | | | | | | |
|  | | | | |  |  | | | |
| Results of Implementation of Agreement | | | | | | | | |