The Office of Special Education, Dispute Resolution Team has created the I-CHAMP portal. This portal introduces a fast and easy way to manage Complaints, Mediations, and Due Process Hearings involving your special education student



8. Provide the information requested in each step (#1-7) of the request workflow. Click Save and Continue to advance stages.

Step 1: Identify School		
Name of school where issue arose (Click the magnifying glass to search for a school) *		Step 1: Identify School
Test High School	<b>x</b> Q	Step 2: Student Information
Did the violation occur within two years of today's date? ◎ No ⊛ Yes		Step 3: Requesting Party
If a translator is required, please specify the language:		Step 4: Add Issues
No Translator Needed	•	Step 5: Upload Documents (optional)
		Step 6: Review Hearing Request
Save and Continue		Final Step: Electronic Signature

You may save your issue by clicking on the Save button located at the bottom of this form. If you do not c Save button before navigating away from this page, or click the X in the upper-right corner of this form, y changes will be lost. Dispute issue *
Appropriateness of the student's proposed or current level of special $\epsilon$
Please provide specific facts related to this issue.
This is an issue.
Briefly explain the resolution you are seeking for this issue.

🖸 Create

This is the resolution I am seeking.

## How Do I Add a Document to My Hearing Request?

1. On Step 5: Upload Documents, users can add a document by clicking **Add Document**.

Step 5: Upload Documer	nts (optional)
The submission at this time is only for doc Additional pleadings may be submitted at .docx,.xls, xlsx, or .rtf document of up to 1	uments related to the hearing request. a later date. You may submit a .pdf, .doc, 0 MB.
	Add Document
Document Name 🕈	Created On

2. Enter the Document Name (1), Document Description (2), add the document by choosing a file (3), and click Submit (4).

Jieale	
Docu	ument Name
My	Expenses
Desc	sription
Thi	is is a list of expenses for which I need to be reimbursed.
	3
Cho	sose Files No file chosen
	4
Su	bmit the second s

## How Do I Submit My Hearing Request?

- 1. On Step 6: Review Hearing Request, confirm that the information you entered is correct. If changes are needed, use the **Back** button at the bottom of the page. If no changes are needed, click the **Save and Continue** button.
- 2. On the Final Step, provide your electronic signature and click **Submit to IDOE**.

Hearing Request		
Final Step: Electro	nic Signature	
Electronic Signature Agreem of your manual signature and	ent. Your electronic signature is the legal equiva d is required to submit this hearing request.	alent
Type your Signature *	Datestamp	
	6/11/2019 9:32 AM	
Back Submit to IDOE		

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