Due to the evolving situation related to the COVID 19 pandemic, the Texas Education Agency (TEA) has implemented a mandatory telework policy for agency employees beginning Tuesday, March 17. During this time, TEA will not be receiving visitors and, as a result, will not be able to accept hand delivery of special education due process hearing requests. In addition, while requests may still be filed by mail, disruptions in the delivery of agency mail may occur due to possible closures in the mail room and distribution center. TEA, instead, recommends that parties consider using other available filing methods.

TEA will continue to accept requests filed by fax and will now also accept the filing of these documents by email. Email filings of due process requests will be accepted by TEA while the agency's telework policy is in place or until further notice by the agency. TEA strongly encourages submitting requests in one of these two ways to ensure timely receipt by appropriate staff.

Anyone wishing to file by fax must submit the due process hearing request to the following fax number: 512-463-6027.

In order to file a request by email, the request must be sent to the following email address: SE-Legal@tea.texas.gov.   **Please note that any due process hearing request sent to another agency email address will not be considered received and will prevent or delay assignment of the matter to a hearing officer.** The purpose of this email filing requirement is to prevent requests from being overlooked or lost.

Also keep in mind that all requirements related to requests for a special education due process hearing must still be met. For information on these requirements, please see https://tea.texas.gov/academics/special-student-populations/special-education/dispute-resolution/special-education-dispute-resolution-processes.

Questions regarding this notice should be directed to SE-Legal@tea.texas.gov