

Hearing vs. Informal Settlement Conference (ISC)

Dear Parents/Guardians/Account Holders:

Arizona State Board of Education (SBE) has scheduled a hearing for your appeal.

The purpose of this document is to provide some basic information regarding the Hearing and the Informal Settlement Conference (ISC). Please follow up with the Arizona Department of Education (ADE) for more in-depth information regarding the ISC: Hannah.McCarthy@azed.gov.

Q1: What is an Informal Settlement Conference (ISC)?

A: An opportunity for the ADE and the Parent/Guardian/Account Holder to discuss the ADE Decision in an attempt to resolve the matter without proceeding to a hearing.

Q2: Am I required to request an ISC?

A: No.

Q3: If I request an ISC, will my hearing be cancelled?

A: No. The hearing date will be maintained since requesting an ISC does not guarantee that ADE and the Parent/Guardian/Account Holder will reach a resolution at their scheduled informal discussion.

Q4: What if I don't want to participate in an ISC and prefer to go to a Hearing?

A: Do Nothing. The Parent/Guardian/Account Holder cannot be forced to participate in an ISC with ADE. A Hearing date is already set. Show up to your provided hearing date.

Q5: Will not requesting an ISC reflect negatively on me with the Board?

A: No.

Q6: Is the ISC newly added to Rule?

A: No. It has always been an option. Read more about the Rule for an ISC [here](#).

Q7: I submitted all the required documents for an Appeal. How can I request an ISC?

A: Pursuant to Arizona Administrative Code (A.A.C.) R7-2-1511(L), the request shall be in writing and shall be filed with the Department, and a copy provided to the Board, no later than 10 days after the Board provides notice that the appeal is complete.

| | ISC | Hearing |
|---|--|--------------------------|
| Can I Represent Myself? | Yes | Yes |
| Do the Standard Rules of Evidence apply? | No | Not Necessarily |
| Who hears the case? | Informal discussion between ADE & Account Holder | Administrative Law Judge |
| May statements made be used later? | No | Yes |
| Can I appeal the Decision/Resolution? | No | Yes |