

Form G

Request for Extension of Time

Office of State Review
80 Wolf Road Suite 203
Albany, NY 12205

Re: _____ v. _____
(School District Name) *(Name of Parent[s] or Student)*

SRO Case No. _____ - _____; IHO Case No. _____ *(if known)*

Dear State Review Officer:

I am the parent of _____ . On _____ ,
(Student's Name) *(Date)*

20____, the _____ served me with a request for review. My answer is
(School District Name)

currently due to be served on _____, 20____. I am writing to
(5 business days from the day you were served)

request an extension of time to answer the request for review until

_____, 20____.
(Date)

The reason I am requesting an extension of time to serve the answer is because:

I have contacted the attorney for the school district, _____,
(name of school district attorney)

who agrees / does not agree with my request for an extension of time to serve and
file the answer.

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My child is currently (*check the option that applies*):

Attending a district public school, pursuant to an IEP developed by the district.

Attending a district public school, but not receiving special education services.

Attending a BOCES program or a public school in another school district.

Attending a nonpublic school, _____, at
(name of nonpublic school)
the district's expense; **OR** my expense.

Is not attending school.

Other (*please describe*): _____

My child is/ is not currently receiving services pursuant to a pendency (stay-put) placement.

(Signature)

(Your Printed Name)

(Your Street Address)

(Your City and Zip Code)

(Your Telephone Number)

*(Your Fax Number or Email Address)**

cc: _____
(Name of School District Attorney)

*The Office of State Review will notify you by mail whether your extension request has been granted. Since you may not receive the letter until after your time to answer has passed, the Office of State Review will also send a courtesy copy of the notification to your fax number or email address, if provided. **PLEASE NOTE:** You may not file **ANY** papers with the Office of State Review by facsimile or email transmission; **ALL** papers must be filed in hard copy. The only exception is that the Office of State Review will accept a facsimile request for an extension of time, which must still be submitted in hard copy (mailed) at least one day prior to the time to answer.