



# Tribunals Ontario

Ontario Special Education Tribunals

## Form B: Response to a Notice of Appeal

(Disponible en français)

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**Appeal under section 57 of the *Education Act***

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Parent(s) or Guardian(s) /Appellant(s)

and

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School Board /Respondent

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Date of Response

Ontario Special Education Tribunal  
15 Grosvenor Street, Ground Floor  
Toronto, ON M7A 2G6

## Before you start:

1. Download and read the *Information for Parties* and *Rules of Procedure* from the Tribunal's website [tribunalsontario.ca/oset](http://tribunalsontario.ca/oset).

If you need a paper copy or accessible format of this document, contact the Tribunal Secretary as follows:

- by mail at: 15 Grosvenor Street, Ground Floor, Toronto ON M7A 2G6
  - by telephone at: 416-326-1356
  - by fax at: 416-326-2199 or 1-866-355-6099
  - by email at: [oset@ontario.ca](mailto:oset@ontario.ca)
2. Determine who will be completing the form.
    - school board; or
    - the board's representative.
  3. Send the completed form to the Tribunal Secretary at the above address.

A copy of the completed *Form B*, together with any attachments, will be sent to the appellant, to his/her representative, if any, and to the Chair of the Tribunal.

**Note:** Complete all parts of *Form B: Response to a Notice of Appeal*, using the *Information for Parties* for help. If your *Form B* is not complete, the Tribunal may return it to you. This will slow down the appeal process.

## Contact Information for the Respondent

### Contact Information for the School Board

All correspondence from the Tribunal and the appellant will be sent to this address, unless otherwise indicated. If you want Tribunal correspondence to go to your representative, please fill in "Contact Information for the Respondent", School Board's Representative.

| First (or Given) Name | Middle Name | Last (or Family) Name |
|-----------------------|-------------|-----------------------|
|                       |             |                       |

| Street # | Street Name | Apt/Suite |
|----------|-------------|-----------|
|          |             |           |

| City/Town | Postal Code | Email |
|-----------|-------------|-------|
|           |             |       |

| Phone: Daytime | Cell | Fax | TTY |
|----------------|------|-----|-----|
|                |      |     |     |

Please indicate (X) which is the best way to contact you?

Mail     Email     Fax

(If you check email, you are consenting to the delivery of documents by email.)

### School Board's Representative

If you want the Tribunal to contact you through your representative, you must provide contact information for that person. If your representative changes, you must notify the Tribunal.

| First (or Given) Name | Middle Name | Last (or Family) Name |
|-----------------------|-------------|-----------------------|
|                       |             |                       |

| Street # | Street Name | Apt/Suite |
|----------|-------------|-----------|
|          |             |           |

|           |             |       |
|-----------|-------------|-------|
| City/Town | Postal Code | Email |
|           |             |       |

|                |      |     |     |
|----------------|------|-----|-----|
| Phone: Daytime | Cell | Fax | TTY |
|                |      |     |     |

This person is a:

Lawyer: Law Society of Upper Canada (LSUC) No.

Paralegal: LSUC No.

Please indicate (X) which is the best way to contact your representative?

- Mail     Email     Fax

(If you check email, you are consenting to the delivery of documents by email.)

- I want all correspondence to go only to the representative.
- I want all correspondence to be sent to my representative and to me.

**Information about the Student**

|                       |             |                       |
|-----------------------|-------------|-----------------------|
| First (or Given) Name | Middle Name | Last (or Family) Name |
|                       |             |                       |

|               |        |
|---------------|--------|
| Date of Birth | Gender |
|               |        |

Name of School Board

Name of Current School

Current Grade Placement/Special Education Placement



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## Steps Leading to This Appeal

If the school board disagrees with any of the information contained in *Form A*, as submitted by the appellant, please complete the relevant parts below.

### Step 1: Identification, Placement and Review Committee (IPRC) decision

Please describe the IPRC meeting and decision that the appellant appealed to the Special Education Appeal Board (SEAB).

Date of the IPRC meeting

Date on the IPRC Decision Form

Date of subsequent IPRC meeting, if any

Date on the IPRC Decision Form

IPRC identification decision

IPRC placement decision

Please attach a copy of the IPRC decision, if you do not agree that the document submitted by the appellant is correct or the most up-to-date decision. Please indicate if you have attached a copy of the IPRC Statement of Decision.

IPRC Statement of Decision attached: \_\_\_\_\_

### Step 2: Special Education Appeal Board (SEAB) report

Date of the SEAB meeting

Date on the SEAB report

SEAB identification recommendation

SEAB placement recommendation

Please attach a copy of the SEAB report, if you do not agree that the document submitted by the appellant is correct. Please indicate if you have attached a copy of the SEAB Report.

SEAB Report attached: \_\_\_\_\_

**Step 3: School Board Decision regarding the SEAB report**

The final step in the SEAB process is a letter from the school board informing the parent, guardian or adult student of its identification and/or placement decision, following its consideration of the report and recommendations of a SEAB.

Date of the letter containing the school board decision

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Did the board support the SEAB recommendations?      Yes \_\_\_\_\_      No \_\_\_\_\_

Board's identification decision

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Board's placement decision

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Please attach a copy of the letter from the school board, if you do not agree that the document submitted by the appellant is correct. Please indicate if you have attached a copy of the school board letter:

School board letter attached: \_\_\_\_\_

|                                |
|--------------------------------|
| <b>Response to this Appeal</b> |
|--------------------------------|

Please state, as concisely as possible, the school board's response to the appeal and the information provided by the appellant on *Form A*.

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## Other Matters

### 1. Mediation

Mediation is a voluntary confidential process in which a dispute or disagreement between two parties is resolved with the help of a neutral third party.

The Tribunal encourages parents and school boards to resolve their disputes. The Tribunal is prepared to provide a trained mediator, who is a member of the Tribunal to assist the parties with dispute resolution. Please indicate in the box below **(X)** if the school board is willing to consider mediation. For more information on mediation, refer to the Tribunal's *Rules, Practice Direction - Mediation* and the *Information for Parties*.

- The school board is willing to consider mediation.

### 2. Accommodations

Please list any accommodations for special needs that you or your representative or your witnesses need to enable you to present your case to the Tribunal.

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**Signature**

**Before you sign and submit *Form B: Response to a Notice of Appeal*, carefully read the following:**

The Tribunal will use the information that you have provided on *Form B* to fulfill its responsibilities under the *Education Act*.

The information on *Form B*, as well as other information about this case, may become public in the course of the Tribunal processes. This information could also become public in response to a request to the Tribunal.

By signing this *Response to a Notice of Appeal*, I:

- understand that this information may become public, and
- declare that my application is complete and accurate

**School Board Signature**

**Date**

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