



**STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION**

**REQUEST FOR ENFORCEMENT OF DECISION ISSUED BY  
THE OFFICE OF ADMINISTRATIVE LAW**

To: Director  
**Office of Special Education (OSE)**  
 NJ Department of Education  
 P.O. Box 500  
 Trenton, NJ 08625-0500  
 Email: [osepdisputeresolution@doe.nj.gov](mailto:osepdisputeresolution@doe.nj.gov)  
 Phone: 609-376-9060  
 Fax: 609-984-8422

**IMPORTANT:**

- **OSE must have a copy of the ALJ’s decision before any action can be taken with respect to a request for enforcement.**
- If any part of the decision is modified by subsequent agreement of the parties, enforcement may not be sought with respect to that part of the decision.
- A request for enforcement must be made to the **OSE** no later than the 90<sup>th</sup> calendar day from the date of the required action directed within the hearing decision’s subject of the enforcement. If your request is untimely the **OSE** cannot enforce the request.
- The **entire request** must be submitted to the OSE and one copy of the entire request must be also submitted to the school district responsible for your child. The request may be submitted to the OSE by email, via fax, or through mail.

**PLEASE NOTE:** You may attach additional pages in PDF form to the email. Adobe Acrobat Reader is a document reader software that is available for free download at: <https://get.adobe.com/reader/>.

<b>Relationship to Student(s): (Check One)</b>		
<input type="checkbox"/> <b>Parent/ Guardian</b>	<input type="checkbox"/> <b>Attorney</b>	<input type="checkbox"/> <b>Advocate</b>
<b>Petitioner</b>	<b>Address City, State, Zip Code</b>	<b>Email</b>
		<b>*Primary Phone</b>
		<b>Alternate Phone</b>
		<b>Fax</b>
<b>Date of the ALJ’s decision:</b> _____		

\*Items marked with an asterisk are required.

Subsequent to issuance of the decision, have the parties reached any agreements that modify the decision or the terms of the Order? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** (If yes, please explain below).

When was the action that you are seeking to enforce directed to occur?

\_\_\_\_\_

Are you currently involved in, or have you recently requested mediation or a due process hearing?

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**(If yes, please provide Agency Reference Number if known)** \_\_\_\_\_

If you have recently requested subsequent mediation or a due process hearing, what is the subject of the disagreement?

Briefly state the specific provision (identify the page and paragraph) of the decision that you believe *has not been implemented*.

Upon receipt of a request for enforcement, the OSE will forward a copy of the request to the school district for response and, if appropriate, the opportunity to resolve the request with the parent. If the matter is not timely and satisfactorily resolved by the parties, however, the school district will be directed to submit to the OSE to determine the implementation of the decision. If it is determined the school district has failed to implement the decision, or part of the decision, the OSE shall order the school district to implement the decision or part of the decision, as appropriate.

**Signature of Parent/Guardian**

**Date**

\*Items marked with an asterisk are required.