

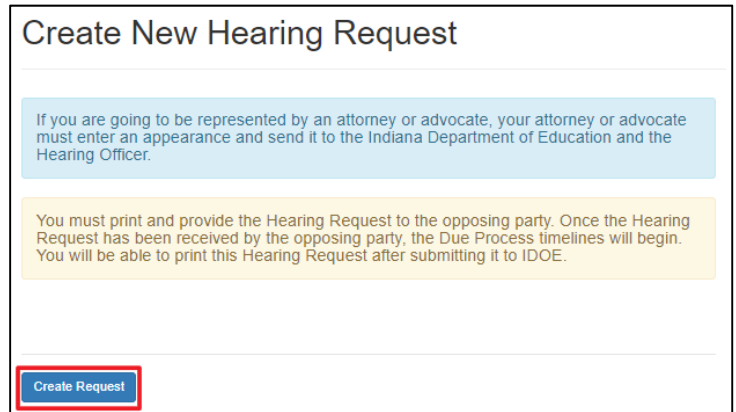
The Office of Special Education, Dispute Resolution Team has created the **I-CHAMP** portal. This portal introduces a fast and easy way to manage Complaints, Mediations, and Due Process Hearings involving your special education student

Document Purpose:
 This **Submitting a Hearing Request Guide** is intended to provide a quick help guide for users submitting a Hearing Request through the **I-CHAMP** portal. The I-CHAMP portal can be accessed at: <https://ICHAMP.doe.in.gov>

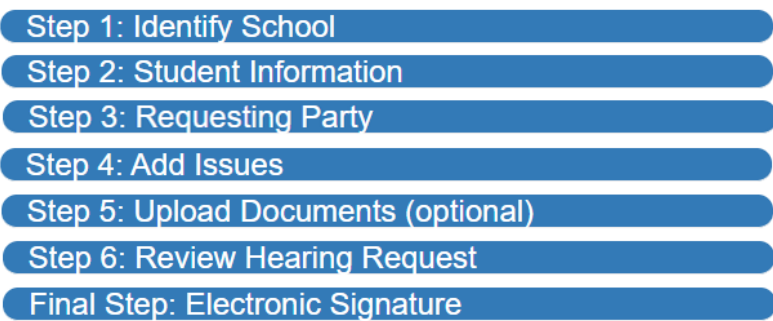
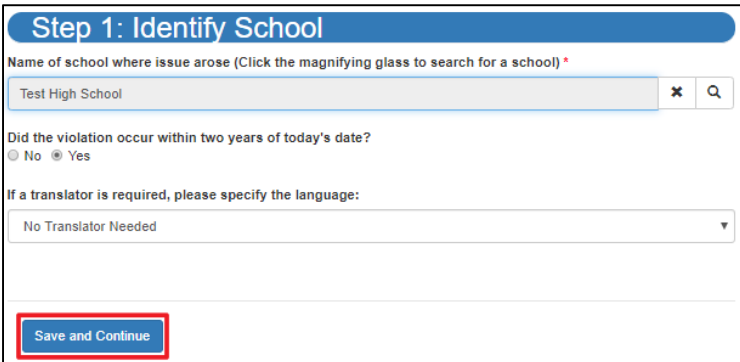
How Do I Submit a Request for a Due Process Hearing in I-CHAMP?

Follow the steps below to submit a request for a Due Process Hearing:

1. Go to the **I-CHAMP** portal.
2. Click **Sign-In** button located at top-right of the screen (see the *Getting Started* guide for registering a username).
3. Enter your **Username**.
4. Enter your **Password**.
5. Click **Sign In**. The **I-CHAMP** homepage will open.
6. Click **Get Started** in the **Hearing Pane**. The Start a Hearing Request page will open.
7. Click **New Request**. The Create New Hearing Request page will open. Click **Create Request**.



8. Provide the information requested in each step (#1-7) of the request workflow. Click **Save and Continue** to advance stages.



9. On Step 4: Add Issues, in order to add issues, click **Add Issue**. The Create Issue Panel will open.
10. Select an **Issue** from the dropdown menu.
11. Enter specific **facts** relating to the issue. Briefly **explain the resolution** you are seeking.
12. When finished, scroll to the bottom of the page and click **Submit**.
13. You can add more than one issue to a Hearing Request by repeating steps 9-12.

How Do I Add a Document to My Hearing Request?

1. On Step 5: Upload Documents, users can add a document by clicking **Add Document**.

2. Enter the Document Name (1), Document Description (2), add the document by choosing a file (3), and click **Submit** (4).

How Do I Submit My Hearing Request?

1. On Step 6: Review Hearing Request, confirm that the information you entered is correct. If changes are needed, use the **Back** button at the bottom of the page. If no changes are needed, click the **Save and Continue** button.
2. On the Final Step, provide your electronic signature and click **Submit to IDOE**.