MASSACHUSETTS
Department of Elementary and Secondary Education
Pedro Martinez | Commissioner

LOCAL AGREEMENTS

Parties are encouraged to continue to work together to resolve their disputes before, during, and after a complaint has been filed with the Department of Elementary and Secondary Education's Problem Resolution System Office. If the parties resolve all or a portion of the allegations raised in the complaint prior to PRS issuing a decision, the complainant may withdraw the resolved allegations. **Whenever a complainant chooses to withdraw their complaint or some of the allegations made within their complaint, the complainant must contact the assigned PRS Specialist to inform them of the withdrawal.** If the parties reach a local agreement, they may use this form to provide notice to PRS of the local agreement.

As guidance, elements of an effective local agreement may include:

- the parties' names and signatures;
- the date of the agreement;
- a description of what action will occur or cease to occur;
- when the action will be completed;
- who is responsible for ensuring the action occurs;
- the period covered by the agreement;
- a process for review when the action occurs;
- a plan for making changes to the agreement, if needed;
- the impact of the agreement on any active dispute resolution process, including this PRS complaint;
- what to do if a party believes the agreement is not being met.

Local Agreement Notice

PRS Complaint # _____

District/School/Public Agency: _____

Student/Group Name: _____

The local agreement reached between the parties resolved:

- □ **All of the allegations raised in the above-referenced PRS complaint.** A complainant may elect to withdraw their complaint at any time prior to the issuance of a PRS decision.
- □ **Some of the allegations raised in this complaint.** Any allegations that have not been resolved by this agreement will continue to be investigated by PRS as it deems appropriate. The concerns that have **not** been resolved are:

By signing this form, the parties acknowledge that they have reached a local agreement consistent with the above provided information. I understand that following the submission of this form to PRS, a PRS representative may contact me to discuss this further.

_____

Complainant Signature Date

_____

Signature of District/School/Public Entity Official Date