# COMMONWEALTH OF MASSACHUSETTS

## DIVISION OF ADMINISTRATIVE LAW APPEALS

## Bureau of Special Education Appeals

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XXXXXXX

v. BSEA No. 18XXXXX

XXXXXX.

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**SCHEDULING ORDER AND RULING ON REQUEST FOR POSTPONEMENT**

The [Name of party]’s request to postpone the original hearing date of [Insert date] to enable them to consult with counsel and further explore resolution of the case is GRANTED for good cause. As agreed during the conference call held on [Insert date], the hearing will take place on the following date and time:

 **[Insert date] 10:00 AM**

at the office of the BSEA, One Congress Street, 11th Floor, Boston, MA. The parties shall exchange and file proposed exhibits and witness lists by close of business on [Insert date].

A telephone conference call will take place on [Insert date] at 10:00 AM. The Hearing Officer will initiate the call.

Any further postponement requests must be made in writing. If the parties resolve this matter prior to hearing the moving party must file a written withdrawal of the hearing request.

By the Hearing Officer,

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Dated: [Insert date]