

***North Carolina Infant-Toddler Program  
Mediation and/or Administrative Due Process Hearing  
Resolution Agreement: Instructions***

- Purpose:** The purpose of this form is to document the agreed upon resolution, terms of agreement, unresolved issues, and recommendations to the Early Intervention Section central office for further consideration. This form is also to be used for documenting implementation of agreement and the results of implementation.
- Instructions:** Maintain a copy of this form, along with any reports from the mediator and or hearing officer, in the North Carolina Infant-Toddler Program Early Intervention Section central office once the Resolution Agreement has been successfully implemented and documented. Send a copy, of the resolution agreement form only, to be placed in the child's central record at the Children's Developmental Services Agency.
- Disposition:** Infant-Toddler Program records, including financial and automated information, must be maintained based upon the Infant Toddler Program's record retention policy. Records must be archived in accordance with state requirements to ensure their preservation for the required length of time.