**Section 475.240 Notice of Opportunity for Hearing**

a) All hearings conducted under the jurisdiction of the ISBE or the State Superintendent shall be initiated by issuance by the State Superintendent of Education of a written Notice of Opportunity for Hearing, which shall be served upon all known parties to the hearing.

b) The Notice of Opportunity for Hearing shall include:

1) The legal authority and jurisdiction under which the hearing is to be held;

2) A reference to the particular Section of the statutes and rules involved;

3) A short and plain statement of the matters asserted, except when a more detailed statement is otherwise provided by law;

4) The address to which the recipient of the Notice shall send the request for hearing in accordance with Section 475.40(e) of this Part; and

5) A statement that failure to request a hearing within 10 days after receipt of the Notice of Opportunity for Hearing shall result in the recommended action immediately taking effect as provided in the Notice.

c) Any recipient of a Notice of Opportunity for Hearing must file a written request for hearing within 10 days after receipt, which shall be addressed to the State Superintendent of Education, 100 North First Street, Springfield, Illinois 62777, unless another address or an alternative means of filing (such as electronic transmission or submission of facsimile copies) is designated in the Notice.