

**Request for Special Education Mediation**

Date: \_\_\_\_\_

Case #: \_\_\_\_\_

1) Student's Name: \_\_\_\_\_

2) Parent(s) Name: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
(City/State): \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_-\_\_\_\_\_  
Fax: ( ) \_\_\_\_\_-\_\_\_\_\_  
Cell: ( ) \_\_\_\_\_-\_\_\_\_\_

Dates and Hours Available for at Least Five Hours (Monday – Friday):

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_  
Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_  
Friday: \_\_\_\_\_

Is/Are Parent(s) Represented by Counsel?:  Yes  No

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_-\_\_\_\_\_  
Fax: ( ) \_\_\_\_\_-\_\_\_\_\_  
Cell: ( ) \_\_\_\_\_-\_\_\_\_\_

3) Person(s) attending with the Parent and their status (Advocate, Attorney, Personal Representative):

Name: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
(City/State): \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_-\_\_\_\_\_  
( ) \_\_\_\_\_-\_\_\_\_\_  
Fax: ( ) \_\_\_\_\_-\_\_\_\_\_  
Fax: ( ) \_\_\_\_\_-\_\_\_\_\_  
Cell: ( ) \_\_\_\_\_-\_\_\_\_\_  
Cell: ( ) \_\_\_\_\_-\_\_\_\_\_

4) School System: \_\_\_\_\_

Representative(s) and Title: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
(City/State) \_\_\_\_\_  
Telephone #: ( ) \_\_\_\_\_-\_\_\_\_\_  
Fax: ( ) \_\_\_\_\_-\_\_\_\_\_

**5) Brief Description of Issues to be Discussed In This Case:**

\_\_\_\_\_

**6) Date Mediation Process Was Requested:**

\_\_\_\_\_

**a) Is This Request A Part of a Due Process Hearing Request?:**

Yes

No

**7) Preferred Site of Mediation:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**(City/State):**

\_\_\_\_\_

*Mediation is voluntary process. Parent(s) understands that if mediation is chosen, he/she does not waive any of his/her legal rights by participating in mediation. HOWEVER, if an agreement is reached in mediation that settles the dispute, the voluntary signing of that agreement will involve both the parent and the School System giving up rights to pursue the matter in any other legal forum unless there is a breach of the agreement.*