

RE: Case #:

Dear _____ :

I am informing you that the Wisconsin Special Education Mediation System is closing the request for mediation services case file from _____ with _____. We will now close the file. You have the option at anytime in the future of filing a single or joint request for mediation or requesting an IEP facilitation.

If you have any questions about this action or about the system, please contact me at 1-888-298-3857 or jane@wsems.us.

Sincerely,

Jane Burns
Intake Coordinator and System Administrator

cc:

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