

Re: Case#

Dear _____,

On _____, the Wisconsin Special Education Mediation System (system) received a joint request for mediation services from you about a special education dispute.

Mediation is a process where an impartial mediator helps the parties to work together and resolve their special education disputes. The mediator assists parties in generating options, and exploring possible outcomes. Discussions in mediation are confidential and inadmissible in a future legal process.

Unlike a due process hearing, the mediator does not make decisions. Decisions are made by the parties. If a solution is reached, a written agreement can be created which is enforceable and binding.

Mediation is a voluntary process. **Either the parent(s), the school district or the mediator can end the mediation process at any time** and the mediation process may not delay or deny the right to a formal due process hearing.

There are 23 mediators on the WSEMS list. The parties and I choose mediators from this list. They are trained in mediation and facilitation and are located throughout the state. Either party can nominate a mediator but both parties must agree on the mediator. The system will pay for the cost of the services of a mediator on the WSEMS's list.

I have appointed _____ as the mediator in your special education dispute. If you have a concern with this appointment, please contact me by the end of the business day on _____. If I do not hear from the parent(s) or school district by that date, then mediator will contact you very soon to set up the mediation.

If you have any further questions or concerns about the mediation process, please contact me at 1-888-298-3857 or jane@wsems.us.

Sincerely,

Jane Burns
Intake Coordinator and System Administrator

Enclosure

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