

Reference Number \_\_\_\_\_

Date of Request \_\_\_\_\_

## REQUEST FOR MEDIATION

Mediation is one of three formal methods of resolving disputes in special education at the local level. Other methods are formal complaint and due process hearing. Mediation:

- May be suggested by either the parents or a school representative ;
- May take place only if both parties agree to mediate;
- Costs are borne by the State; no cost to either the parents or the local school district;
- Is voluntary throughout the process, mediator has no authority to order resolution;
- Provides an opportunity for agreement, written and committed to by the parties, themselves.

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

Address \_\_\_\_\_  
*(or contact information if homeless)* \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

USD/Coop/Interlocal No. & Name: \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Phone Number(s): \_\_\_\_\_

Student for whom mediation is requested:

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

Disability \_\_\_\_\_ Birthdate: \_\_\_\_\_  
*(optional)*

Has a due process hearing been requested?  yes  no

Has a hearing been scheduled?  yes  no If yes, please state the date: \_\_\_\_\_

Please indicate preferred dates and times you are available for a mediation session. Unless there is an emergency situation requiring immediate resolution, please allow approximately two weeks time for the selection of a mediator and for the mediator to setup a mediation session.

Preferred Dates: \_\_\_\_\_

Please mail to: Mediation Consultant  
KS State Dept. of Education  
Early Childhood, Special Education, & Title Services  
900 SW Jackson St. Suite 620  
Topeka, KS 66612

Phone: (800) 203-9462 (Kansas only)  
or  
(785) 296-7454