Request for Special Education Mediation

This sample form has been developed by the New York State Education Department (NYSED) to assist parents in describing disagreements and accessing special education mediation to resolve disputes. State law requires that a request for mediation be in writing. Although it is not required to use this form, it will assist all parties to better understand the issues in dispute and proposed resolution.

Directions: Please print out this form. When completed submit the form to your school district. (Do not send this form to NYSED.)

Student's Name:		Date of Birth:
Parent or Legal Guardian:		
Legal Residence	Street:	
	City or Town:	Zip Code:
Daytime Telephone number: ( )	Email Address:	

Current School:		
School Address	Street:	
	City or Town:	Zip Code:
School district of attendance, if different from district of residence:		

Subject of the Complaint

Mediation is requested to assist in resolving the following issue(s):

_____
_____
_____
_____
_____
_____
_____

Proposed Solution

State your proposed solution to the problem to the extent known and available at this time. Attach additional pages or documents as necessary.

_____
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_____

Name of Person Completing this Form:	
Signature:	Date:
Relationship to Student: _____	

Date of Receipt of Form: _____