

# MEDIATION REQUEST FORM

Mediation is a problem-solving process, rather than an adversarial process, which requires parties to communicate directly with each other and to work toward a mutually agreeable solution.

- Mediation is available to parents and public education agencies to resolve disputes.
- Mediation will be held only if both parties agree.
- Mediators are assigned on an individual basis.
- The goal is to complete the mediation in one session; the session is structured, but informal.
- Each party comes to the session with the authority to commit the necessary resources for whatever they may agree to as a result of mediation.
- The session is private and participants agree that what transpires at the mediation session is to be kept confidential.
- When successful, the outcome is a written agreement between the parties resolving the issue(s) to the satisfaction of both sides.

Please complete the following (be sure to include school district/parent information) and submit to the address or fax number listed below:

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

Requestor:  Parent  School/District  Other \_\_\_\_\_

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

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

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

E-mail: \_\_\_\_\_

School/District: \_\_\_\_\_ Address: \_\_\_\_\_

School Representative:

Superintendent/Director \_\_\_\_\_

SPED Director \_\_\_\_\_

Other \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please list issues: \_\_\_\_\_

Questions concerning this form or the mediation process may be addressed by contacting:

**Arizona Department of Education**  
**Attn: Dispute Resolution - Mediation**

1535 West Jefferson, Bin # 62, Phoenix, Arizona 85007  
Telephone: (602) 542 – 3084 FAX: (602) 364 – 0641

**Please send the completed form to the above address or fax number**