

**VIRGINIA SPECIAL EDUCATION MEDIATION SERVICES
REQUEST FORM**

I. STUDENT INFORMATION

***If the student is currently enrolled in a special education program, attach the most recent present level of performance.**

Student's Name: _____ Student's Grade/Program*: _____

Student's Age: _____ Student's School Division: _____

II. BACKGROUND INFORMATION

Please provide the requested information. Enter N/A (not applicable) where appropriate.

Date(s) of previous mediations: _____

Date of complaint filing: _____

COMPLETE ONLY IF A DUE PROCESS HEARING HAS BEEN REQUESTED

Date of due process hearing request: _____

Date of expedited hearing request: _____

Hearing Officer's name: _____

Regulations permit both the parent and school division to agree that mediation will be used instead of a Resolution Session. Please initial below if you both agree.

Parent's Initials: _____ School Division Representative's Initials: _____

III. Mediation requests need to be jointly requested by the school division and the parent(s) as evidenced by the signatures below.

Submit this form only when you are prepared to schedule a date for mediation.

PARTIES' NAMES AND SIGNATURES

SCHOOL PERSONNEL

Signature	Print Name
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Signature	Print Name
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PARENT(S)/GUARDIAN(S)

Signature	Print Name
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Signature	Print Name
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IV. CONTACT INFORMATION

SCHOOL REPRESENTATIVE

Name:

Mailing Address:

Phone Number:

Fax Number:

Email Address:

PARENT/GUARDIAN

Name:

Mailing Address:

Phone Number:

Fax Number:

Email Address:

V. SUPPORT NEEDS

Translation Needs (Please specify)

Interpreter Needs (Please specify)

Accessibility Needs (Please specify)

VI. ADDITIONAL INFORMATION

You may use this space to briefly list the issues you would like to work on at mediation. The mediation conference need not be limited to the issues you have noted here.

Parent:

School:

SEND FORM TO:
Office of Dispute Resolution
Department of Special Populations
Virginia Department of Education
P. O. Box 2120
Richmond, Virginia 23218-2120
Mediation@doe.virginia.gov
Telephone: (804) 750-8143
FAX: (804) 786-8520