



# REQUEST FOR MEDIATION

Under the Individuals with Disabilities Education Act (IDEA) Part B  
and The Utah State Board of Education Special Education Rules, IV.H.

I/We request that a mediator be assigned to assist in resolving the following issues (attach another sheet if necessary):

## Student Information

Student Name	Student Date of Birth
Parent/Guardian Name(s)	Parent/Guardian(s) Phone
Parent/Guardian(s) Mailing Address	Parent/Guardian(s) Email
Does the parent/guardian need accommodations to order to participate in this process? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:	

## School District/Charter Information

LEA (District or Charter) Name	LEA Administrator Name and Title
LEA Administrator Phone	LEA Administrator Email

## General Information

Are the parties to this request already engaged in another dispute resolution process?

State Complaint Investigation       Due Process Hearing

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 for the selection of a mediator and for arrangement of a mediation session.

Preferred dates:

- I/We know that mediation is voluntary and either party can still request a due process hearing if we cannot agree.
- I/We know that discussions during the mediation session are confidential. We agree that we will not ask the mediator to attend any other proceedings.
- I/We know that the mediator is impartial and is not providing the parent(s), the LEA (local education agency), or the student with legal representation.
- I/We agree to try to find a solution in the best interests of the student.
- I/We understand that any agreement reached in mediation is enforceable in court. We know USBE will provide a mediator at no cost to the participants.

Name of Person Submitting Form	Relationship to Student
Signature	Date

### Request for Mediation Instructions

1. Complete the information that pertains to you and sign the form.
2. Submit the form directly to the Utah State Board of Education (USBE) via US mail, fax, or in-person delivery.

Attn: State Director of Special Education  
 Utah State Board of Education  
 250 East 500 South  
 P.O. Box 144200  
 Salt Lake City, UT 84114-4200  
 Fax: (801) 538-7991

3. The USBE Dispute Resolution Specialist will then contact the other party to determine whether they are willing to participate in mediation to resolve the dispute.
4. Upon agreement, the USBE will assign a mediator to the case. The mediator will then contact the parties to arrange a mutually agreeable mediation session time, date, and location.
5. On occasion, a USBE staff person may request to attend the mediation for purposes of evaluating the service. Parties will be notified ahead of time and any questions can be addressed at that time.
6. For additional information, contact the USBE Dispute Resolution Specialist at (801) 538-7587.