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 Addre		SS:		
<u>.</u>				
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:				