

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.
- Each party must have the legal authority to enter into a mediation agreement.
- 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/D.O.B.: _____ Phone Number(s): _____

E-mail: _____

School/District: _____ Address: _____

School Representative:

☐ Superintendent/Director

☐ SPED Director

☐ Other

Phone Number: _____

Fax Number: _____

E-mail: _____

Please list issue(s): _____

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
Email: DRComplaintInBox@azed.gov

