

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. No recording (electronic or otherwise) is permitted, and any notes taken during an in-person session will be collected and destroyed.
- 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. There is also an [online option to file a mediation request](#).

Date of Request: _____

Requestor: Parent School/District Other _____

Parent(s) Name: _____ Address: _____

Student Name: _____

Grade & Date of Birth: _____ 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: ESSDRInbox@azed.gov