



**Wisconsin Special
Education Mediation
System (WSEMS)**

REQUEST FOR SPECIAL
EDUCATION MEDIATION

INSTRUCTIONS: Complete and submit one (1) signed copy.
Retain a copy for your records. Submit signed form to:

WISCONSIN SPECIAL EDUCATION MEDIATION SYSTEM
Burns Mediation Services
PO BOX 107
Hartland, WI 53029-0107

E-mail: jane@wsems.us

(Toll free): 1 - 888 - 298 - 3857

FAX: 1 (262) 538-1348

1. Either the parent or school district may initiate the mediation process by completing this Request for Special Education Mediation form and sending the completed form to WSEMS.
2. Both the parents and school district administrator may jointly complete a single Request for Special Education Mediation form. The form should be sent or faxed to WSEMS at the address or phone number shown. WSEMS will appoint a mediator who will arrange mediation at a location, date, and time convenient to both parties.
3. If a **nonjoint request**, WSEMS will notify the other party in writing of the request for mediation with a request that the other party notify WSEMS **within five (5) business days** after receiving the notice of their willingness to participate in mediation. If the responding party agrees to mediate, WSEMS will appoint a qualified mediator to arrange a mediation session. If WSEMS does not receive a timely response or if the other party notifies WSEMS of their refusal to participate in mediation, WSEMS will so notify the requesting party.

MEDIATION REQUEST

We wish to request that WSEMS appoint a mediator who will convene a special education mediation session regarding the following unresolved issues:

GENERAL INFORMATION

| | | | | | |
|--|-------|-----|--|-------|---------------|
| Name of School District Administrator (Superintendent) | | | Name of Student | of | Date of Birth |
| Name of School District | | | Name of Parent/Guardian | | |
| Address | | | Address | | |
| City | State | Zip | City | State | Zip |
| Telephone Area/No. | | | Telephone Area/No. (Daytime Telephone) | | |

SIGNATURES

We understand mediation is a voluntary dispute resolution option available to encourage early resolution of issues whenever possible. We understand that mediation may not delay or deny the right to a formal due process hearing. We understand that mediation is confidential and that the information will not be shared with others.

| | | | |
|---|-------------|------------------------------|-------------|
| Signature of School District Administrator (Superintendent) | Date Signed | Signature of Parent/Guardian | Date Signed |
| ➤ | | ➤ | |

The Wisconsin Special Education Mediation System (WSEMS) is funded by the Wisconsin Department of Public Instruction through an IDEA discretionary grant.