



REQUEST FOR MEDIATION

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

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

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?

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: _____

If the parties require accommodations to participate in this process, please contact the USBE ADA Coordinator at (801) 538-7534 or via email at holly.bell@schools.utah.gov.

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 interest 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, in-person, or fax.

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 does not accept emailed or electronic submissions at this time.
4. 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.
5. 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.
6. 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.
7. For additional information, contact the USBE Dispute Resolution Specialist at (801) 538-7587.