



**RESOLUTION MEETING FACILITATION REQUEST FORM**  
**Must be completed and signed by Parent(s) and LEA (*Local Education Agency*)**

Case # \_\_\_\_\_

A Resolution meeting is currently scheduled for \_\_\_\_\_  
(DATE) (TIME)

***Please Print***

\_\_\_\_\_  
LEA Name

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
LEA Contact Person

\_\_\_\_\_  
Student's Date of Birth      Exceptionality

\_\_\_\_\_  
Address

\_\_\_\_\_  
Parent/Guardian Name(s)

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Address

Phone (    ) \_\_\_\_\_

\_\_\_\_\_  
City                      State                      Zip

Fax # (    ) \_\_\_\_\_

Phone: Home (    ) \_\_\_\_\_

Work (    ) \_\_\_\_\_

Cell (    ) \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

***By requesting Resolution Facilitation and signing this request form, I agree and understand that the Resolution Facilitator will not be called as a witness in future legal proceedings.***

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\_\_\_\_\_  
LEA Administrator's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

(Continued on next page)

## RESOLUTION FACILITATION REQUEST FORM (continued)

The Resolution Meeting Facilitation will be held at the following address:

Site Location: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

LEA Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

\*\*Please note that what takes place at this meeting (session) may not be confidential *unless* both parties agree in writing that it is, and you should contact a lawyer to ensure that under your particular circumstances such is enforceable as well as properly written to achieve the desired result, since ODR can not and does not provide legal advice of any nature.

### Instructions

1. Fill out the information that pertains to you and sign the form.
2. Send this form to the other party to be completed and signed. When everyone has completed and signed the form, it can be submitted to ODR by fax or mail.
3. If parents and the school district fill out this form at the same time, the school district will forward the form to ODR.
4. Once Resolution Meeting Facilitation is requested and mutually agreed upon, ODR will assign a Facilitator.
5. The school district remains responsible for giving to the parents the proper notice to attend the Resolution meeting, including the time, location, and names of who will be in attendance.
6. For additional information, contact ODR at (800) 222-3353; fax at (717) 657-5983; or mail inquiries to:

**Office of Dispute Resolution  
6340 Flank Drive  
Harrisburg, PA 17112-2764**