

Checklist for AEA Resolution Facilitator Process

If not legally binding, complete Parts I and II. If legally binding, complete all.

<i>I. Recitation of facts (can be in narrative format)</i>	Yes	No	NA
1. Name of student (First and last)			
2. Resident district			
3. Attending district if different			
4. AEA			
5. Date of AEA Resolution Facilitator Process			
6. Location of AEA Resolution Facilitator Process			
8. Names and roles of people attending			

Optional: birthdate, disability, grade level, and other information

<i>II. Resolution section</i>	Yes	No	NA
1. For each issue identified: <ul style="list-style-type: none"> • A specific action described how to resolve the issue as agreed to by all parties. • A person was identified as being responsible to initiate and complete an action in order to resolve the issue. • A timeline was provided for a particular issue. (E.g., a strategy might be implemented a certain period of time before reevaluating the effectiveness.) 			
2. The agreement identified a person responsible to (a) coordinate the implementation of the entire agreement and (b) to serve as the point of contact for all parties, i.e., the “shepherd.”			
3. If appropriate, the parties wrote a contingency plan because of something that has the potential to be outside the control of any party in the dispute. (E.g., an independent evaluation may be agreed upon yet there may be a waiting period.)			
4. It passed the “stranger test.” <ul style="list-style-type: none"> • If a reasonable person not in attendance read the agreement, would the person know what it meant? • Can all parties articulate the expectations in the agreement? • Was everything clearly defined? 			
5. The starting and ending date of the agreement was specified.			

<i>III. Signatures and dates.</i>	Yes	No	NA
1. Every person in attendance signed the Agreement to Mediate sheet.			
2. When a final agreement became available (following present procedures to get to that point), the written agreement was signed and given or sent to the AEA Resolution Facilitator. If sent, each party may have signed on a separate signature page.)			
3. A timeline was provided (usually within three business days of receipt of the agreement.)			
4. Each party has a copy of the signed agreement.			