



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 OFFICE OF SPECIAL EDUCATION - COMPLIANCE
REQUEST TO RESOLVE DISPUTE THROUGH MEDIATION – MODEL FORM

Directions

The Missouri Department of Elementary and Secondary Education ensures that mediation is available, at no cost, to allow parents and school districts the opportunity to resolve disagreements involving any matter under Part B of the Individuals with Disabilities Education Act (IDEA).

The mediation process is voluntary on the part of both parties. If both parties agree to mediation they will need to mutually agree upon a mediator from a list of qualified mediators provided by the Department.

To request mediation, send a written request which may be on this model form to:

Missouri Department of Elementary and Secondary Education
 Office of Special Education – Compliance
 P.O. Box 480
 Jefferson City, MO 65102-0480

The Office of Special Education
 business hours are Monday-Friday –
 8:00 AM – 4:30 PM

Or FAX to: (573) 526-4404 Attention: Compliance Section

Contact Information

Agency/District Name	County
Child's Name	School Name

Child's address: _____

City, State, & Zip: _____

Parent/Guardian Name: _____

Address: _____

City, State, & Zip: _____

Phone: Home _____ Work _____

E-mail: _____

This mediation concerns (check only one): Child Complaint OR Due Process

Agency/District Request: OR Parent/Guardian Request:

Description of the nature of the problem, including facts relating to the problem: (Additional pages may be attached)

Proposed resolution of problem if known: (Additional pages may be attached)

Rev 3/2012

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.

If you need to communicate in a language other than English, please indicate which language you normally use.

- Arabic
- Chinese
- Korean
- Russian
- Serbo-Croatian Latinic
- Somali
- Spanish
- Vietnamese
- Other: _____