



Office for Dispute Resolution

March 2, 2009

File #: 9772/08-09

Dear :

The following information references the scheduled mediation for Test Student:

Date:

Time:

Place: Admin Bldg

PA

You will co-mediate this case with . The mediator may be contacted at to coordinate case activities. Attached is a list of enclosures for this case. Carefully review the Mediation Case Description as it identifies important information for this mediation. After the mediation is completed you are requested to return signed forms, evaluations and vouchers. , the contact person at the mediation site can be reached at . The contact person is available to assist you with directions or any emergency the day of mediation. Finally, please call and confirm receipt of case material and arrange for a followup conference to debrief on the case. Should an emergency arise and you cannot mediate, please call the Office for Dispute Resolution at the number below.

Good Luck in your efforts to help in the resolution of this dispute.

Sincerely,

Case Manager