

RE: CASE #:

Dear _____ :

On _____, the Wisconsin Special Education Mediation System (system) received a request for mediation services from _____ for a special education dispute with _____. Both the parent(s) and the school district must agree to participate before the process can begin. I will need _____ to sign the request form before starting the process.

Mediation is a process where an impartial mediator helps the parties to work together and resolve their special education disputes. The mediator assists parties in generating options, and exploring possible outcomes. Discussions in mediation are confidential and inadmissible in a future legal process.

Unlike a due process hearing, the mediator does not make decisions. Decisions are made by the parties. If a solution is reached, a written agreement can be created which is enforceable and binding.

Mediation is a voluntary process. **Either the parent(s), the school district or the mediator can end the mediation process at any time** and the mediation process may not delay or deny the right to a formal due process hearing.

There are 23 mediators on the WSEMS list. The parties and I choose mediators from this list. They are trained in mediation and are located throughout the state. Either party can nominate a mediator but both parties must agree on the mediator. The system will pay for the cost of the services of a mediator on the WSEMS's list.

Enclosed is a copy of the request for mediation form that _____ sent to the system. **If _____ to participate in this voluntary mediation process, please sign and return the form to my office by _____ . If _____ not wish to participate, please phone or email my office by that date.** If you have any questions about the mediation process, please contact me at 1-888-298-3857 or by email at jane@wsems.us.

Sincerely,

Jane Burns
Intake Coordinator and System Administrator

Cc:

Enclosures