



**Wisconsin Special Education Mediation System (WSEMS)**  
**REQUEST FOR SPECIAL EDUCATION MEDIATION**

**INSTRUCTIONS:** Complete and submit one (1) signed copy. Retain a copy for your records. Submit signed form to:

**WISCONSIN SPECIAL EDUCATION MEDIATION SYSTEM**  
**Burns Mediation Services**  
**PO BOX 107**  
**Hartland, WI 53029-0107**      E-mail: [jane@wsems.us](mailto:jane@wsems.us)

1 - 888 - 298 - 3857

1 - 262 - 538 - 1618 TTY

FAX: 1- 262- 538-1348

1. Either the parent or school district may initiate the mediation process by completing this Request for Special Education Mediation form and sending the completed form to WSEMS.
2. Both the parents and school district administrator may jointly complete a single Request for Special Education Mediation form. The form should be sent or faxed to WSEMS at the address or phone number shown. WSEMS will arrange mediation at a location, date, and time convenient to both parties.
3. If a **nonjoint request**, WSEMS will notify the other party in writing of the request for mediation with a request that the other party notify WSEMS **within five (5) business days** after receiving the notice of their willingness to participate in mediation. If the responding party agrees to mediate, WSEMS will appoint a qualified mediator to arrange a mediation session. If WSEMS does not receive a timely response or if the other party notifies WSEMS of their refusal to participate in mediation, WSEMS will so notify the requesting party.

**MEDIATION REQUEST**

We wish to request that WSEMS will convene a special education mediation session regarding the following unresolved issues:

**GENERAL INFORMATION**

Name of School District Administrator (Superintendent)			Name of Student			Date of Birth		
Name of School District			Name of Parent/Guardian					
Address			Address					
City		State	Zip	City		State	Zip	
Telephone Area/No.		E-mail		Telephone Area/No. (Daytime Telephone)		E-mail		

**SIGNATURES**

We understand mediation is a voluntary dispute resolution option available to encourage early resolution of issues whenever possible. We understand that mediation may not delay or deny the right to a formal due process hearing. We understand that mediation is confidential and that the information will not be shared with others.

Signature of School District Administrator (Superintendent)		Date Signed	Signature of Parent/Guardian		Date Signed
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10/01/12