



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

Mediation Request Form

Thank you for considering mediation to address your concerns. Mediation is a voluntary process that brings people together to help resolve their disagreements. A Mediator helps participants communicate with each other, so that everyone has an opportunity to express concerns and offer solutions. This form will help you request mediation services from the Office of Dispute Resolution (ODR).

Either party, the student/their representative or the Local Education Agency, is free to request mediation, and all parties must agree to participate in order for the mediation to take place.

Requesting mediation does not forfeit the right to request a due process hearing at a later time.

If you have any questions, please call ODR at (202) 698-3819 and ask for the Intake Coordinator, or email ODR.Intake@dc.gov.

Who is requesting mediation? (Please check one)

- Parent/Guardian/Adult Student School District / Charter School Both

Student Information

Student Name: _____

Date of Birth: _____

Attending School: _____

Parent/Guardian Name(s): _____

Student Address: _____

Telephone: _____

Email: _____

School Information

School/Organization Name: _____

School Contact: _____

School Address: _____

Telephone: _____

Email: _____

Please briefly describe the reason(s) you are requesting mediation:

Please briefly describe the outcome(s) you are seeking:

Will you need any extra accommodations to help you participate in the mediation, such as an interpreter, wheelchair accessibility, etc.? No Yes

If yes, please list the accommodations you will need to participate:

Do you have an attorney or advocate? (This is not required for mediation.) No Yes
If yes, please include their contact information below.

Name: _____

Telephone: _____

Email: _____

Signature

Date

ODR will contact you within 1-2 business days of submitting this form to notify you it has been received.

This form may be submitted in-person, by mail, eFax, or email.

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