



OFFICE OF ADMINISTRATIVE HEARINGS

STATE OF CALIFORNIA
SPECIAL EDUCATION DIVISION

Information Sheet for Request for Mediation Only

Important information to know before requesting a Mediation Only case:

Participation in mediation is voluntary. If one of the parties declines the opportunity to participate, the mediation cannot occur. However, if the mediation does not occur, either party may still file a request for due process hearing.

For a mediation only case, the law provides that attorneys and other independent contractors who provide legal advocacy services shall not attend or otherwise participate in a "prehearing request mediation conference." However, they may otherwise participate during all stages of the hearing process if a party later files for due process hearing. This means that by requesting a mediation only case you may not have an attorney or advocate present at mediation.

The Office of Administrative Hearings (OAH) will assign your request to a mediator who is knowledgeable about non-adversarial dispute resolution. All mediators are also experienced in the area of special education law and mediation.

Attached is a form that you may use to request Mediation Only on behalf of a particular student. If the information requested is incorrect, incomplete or not provided, your request for mediation only may be delayed until that information is provided to OAH or returned to you. All required information must be provided for the request to be processed. As soon as the completed request has been processed you will be notified by mail.

Your request must be sent to all of the parties you have named in the complaint and a copy provided to the Office of Administrative Hearings.

If you need assistance in completing this form or have questions about mediation, assistance is available by contacting OAH at the numbers below.

Office of Administrative Hearings, Special Education Division
2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833
Website: www.dgs.ca.gov/oah/SpecialEducation.aspx
Email: SEFilings@dgs.ca.gov

Tel. (916)263-0880
Fax (916)376-6319



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Submit completed request:

Via email:
SEFilings@dgs.ca.gov

Via fax: (916) 376-6319

Questions about OAH's Special Education Division?

Call: (916) 263-0880

Request for Mediation Only

This request is being initiated by the: **Parent** **School District**
 (or other Local Education Agency)

Student Information <i>(all fields required)</i>		
First and Last Name		Date of Birth
Street Address		Grade Level
City	Zip Code	Student's Primary Language
School of Attendance		
District of Residence		
Parent Information <i>(all fields required if Student is under 18 years of age)</i>		
First and Last Name		Home Phone
Street Address		Work/Cell Phone
City	Zip Code	Fax
Email Address		
Necessity of Interpreter		Language
Identify person(s) needing interpreter services		
Parties to Be Named: please list the parties to be named in the Request for Mediation Only.		
<ul style="list-style-type: none"> • If this request is being filed by a parent, this includes any school district, county office of education or other public agencies involved in any decision regarding the student that you feel should be a party in the mediation. • If this request is being filed by the district or any public agency involved in any decision regarding a student, this would be the parent or student as appropriate. (Use additional sheets if necessary)		
Party and Address		
Party and Address		
Party and Address		

Brief Summary of Reason For Request

Describe the nature of the problem including all relating facts. *(required)*

Proposed Resolution of Problem Stated Above *(required)*

Signature of Party Requesting Mediation

Name (print name)

Email Address

Signature

Date

Statement of Service

Federal and state laws require you to send or deliver a copy of this Request to each of the named parties. Additionally, you must send or deliver a copy to the Office of Administrative Hearings. Retain a copy for yourself. Please indicate your compliance with this requirement by checking the appropriate box below.

I have provided a copy of this Request for Mediation to all the named parties and to the Office of Administrative Hearings by:

Email

First Class Mail

Facsimile Transmission

Messenger Service (UPS, FedEx, other courier service) Please attach proof of service.

Personal Delivery (If other than requestor please name person who made service)

Name of person who made personal delivery:

Print name of person completing this Statement

Signature

Date of Service