



South East SELPA
Making a Difference

South East Consortium for Special Education
3434 Marten Ave.
San Jose, CA 95148
Phone: 408.223.3771 / Fax: 408.532.9311

Request for Alternative Dispute Resolution

Date of Request: _____

<i>Student Information</i>		
Name:	Date of Birth:	Grade:
District of Residence:		
School of Attendance:		

<i>Parent Information</i>			
Name/s:	Email:		
Address:	City:	State:	Zip:
Phone 1:	Phone 2:	Fax:	

<i>District Information</i>		
District Of Residence:	SPED Administrator:	
Office #:	Email:	Fax:

<i>Additional Parties to be Included in the Local Mediation</i>		
District:	SPED Administrator:	
Office #:	Email:	Fax:
Agency:	Representative:	
Office #:	Email:	Fax:
Agency:	Representative:	
Office #:	Email:	Fax:

<i>Requesting Party</i>		
<input type="checkbox"/> Parent	<input type="checkbox"/> School District	<input type="checkbox"/> Other:
<i>If the contact information for the party requesting mediation is not included above, please complete the following:</i>		
Name:	Phone:	
Address:		
Email:	Fax:	
Have all parties agreed to participate in local mediation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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Brief Summary of Reason for Alternative Dispute Resolution Request (complete only sections that apply)

Special Education Eligibility/Identification:

Assessment/Evaluation:

Educational Placement:

Provision of Free Appropriate Public Education/Special Education Services:

Others:

Proposed Resolution of Problem Stated Above (complete only sections that apply)

Special Education Eligibility/Identification:

Assessment/Evaluation:

Educational Placement:

Provision of Free Appropriate Public Education/Special Education Services:

Others:



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Mediation Process

Mediation is a voluntary, confidential process for resolving disagreements at the school, district, or regional level.

The South East Consortium SELPA will convene the mediation within 15 business days at a location agreeable to all parties.

The mediation will be conducted in a non-adversarial atmosphere by a neutral mediator who is assigned by the South East Consortium SELPA and has received dispute resolution training.

Participating in local mediation does not change the rights of a parent guardian or district to request a due process hearing or file a complaint.

South East SELPA Staff Only

Date Form Received: _____

Date Special Education Administrator Contacted: _____

Additional Notes:

Date Parents Contacted: _____

Additional Notes:

Return Completed Form to South East Consortium SELPA
3434 Marten Ave., San Jose, CA 95148
Fax: 408-532-9311
Email: mvillarreal@mpesd.org