

Sample Letter: Requesting Mediation

Your Name
Street Address
City, State Zip Code
(Daytime telephone number)

Today's Date

Full name of Person to whom you're writing (usually the Special Education Director)
Title
Name of School
Street Address
City, State, Zip Code

Dear _____,

This letter is in reference to my son/daughter, (give full name), who is currently attending (name of school, grade, teacher). We have been in a dispute at the school regarding (give name of child) services. I am requesting mediation with a state sponsored mediator. I understand that this process is voluntary on my part and is at no cost, and that any discussions in the mediation sessions are strictly confidential.

In this paragraph say what type of response you want. For instance, give the times and dates that are most convenient for you to meet. Say what type of response you want, a written letter stating time and date of mediation.

Finally, give your daytime telephone number and let them know you expect to hear from them soon.

Sincerely,

Your full name

cc: Superintendent of District