



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 DIVISION OF LEARNING SERVICES – OFFICE OF SPECIAL EDUCATION

**REQUEST TO RESOLVE DISPUTE THROUGH MEDIATION – MODEL FORM**

**INSTRUCTIONS**

**Note: Complete this form only if filing for mediation *prior* to filing a child complaint or due process.**

The Missouri Department of Elementary and Secondary Education (DESE) ensures that mediation is available, at no cost, to allow parents and school districts the opportunity to resolve disagreements involving any matter under Part B of the Individuals with Disabilities Education Act (IDEA), including matters arising prior to the filing of a child complaint or due process.

The mediation process is voluntary on the part of both parties. If both parties agree to mediation, they will need to mutually agree upon a mediator from a list of qualified mediators provided by DESE.

**MAIL completed form to** Missouri Department of Elementary and Secondary Education  
 Office of Special Education – Compliance  
 P.O. Box 480, Jefferson City, MO 65102

**FAX completed form to** 573-751-3910 (Attention: Compliance Section)

QUESTIONS? Contact DESE’s Office of Special Education at 573-751-0602.

BUSINESS HOURS: Monday – Friday 8:00 a.m. – 4:30 p.m.

**OTHER LANGUAGES**

If you need to communicate in a language other than English, please indicate which language you prefer.

<input type="checkbox"/> Arabic	<input type="checkbox"/> Russian	<input type="checkbox"/> Spanish
<input type="checkbox"/> Chinese	<input type="checkbox"/> Serbo-Croatian Latinic	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Korean	<input type="checkbox"/> Somali	<input type="checkbox"/> Other _____

**STUDENT INFORMATION**

STUDENT NAME	BIRTHDATE	IS STUDENT HOMELESS? <input type="checkbox"/> Yes <input type="checkbox"/> No	
ADDRESS	CITY	STATE	ZIP CODE
AGENCY/DISTRICT NAME	SCHOOL NAME		

**PARENT/GUARDIAN INFORMATION**

PARENT/GUARDIAN NAME	EMAIL		
ADDRESS	CITY	STATE	ZIP CODE
PHONE (HOME)	PHONE (WORK)	PHONE (CELL)	

**NATURE OF ISSUE/PROPOSED RESOLUTION**

Description of the nature of the problem, including facts relating to the problem (additional pages may be attached)

  
  
  
  
  
  
  
  
  
  

Proposed resolution of problem, if known (additional pages may be attached)

  
  
  
  
  
  
  
  
  
  

**SIGNATURE OF PERSON FILING FOR MEDIATION**

SIGNATURE	TITLE	DATE
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).