

## A Request for Special Education Mediation

I understand that mediation is a voluntary process for the parties who agree to participate. I also know that I may request mediation by calling (334) 694-4782 and asking to speak with Ms. Bernice Rush-Harrison, or e-mailing her at [brush-harrison@alsde.edu](mailto:brush-harrison@alsde.edu) to request mediation. I may send my request in writing by using the form letter below or simply writing my own letter.

Date \_\_\_\_\_

Ms. Bernice Rush-Harrison  
Mediation Coordinator  
Special Education Services  
Post Office Box 302101  
Montgomery, Alabama 36130-2101

Dear Ms. Rush-Harrison:

I am the parent of a child with a disability (or have the authority to act as the child's parent) and I am not satisfied with my child's special education program.

*(Note: If the student is 19 years old, the student must request mediation or agree to voluntarily participate in mediation, unless there is a court order or other legal document that permits another party to act on the student's behalf.)*

Currently my child is enrolled at \_\_\_\_\_ school, in the \_\_\_\_\_ school system.

Or, if the student with disabilities is 19 years old or older:

Currently, I am enrolled at \_\_\_\_\_ school, in the \_\_\_\_\_ school system.

My child's birthdate is \_\_\_\_\_. Or, my birthdate is \_\_\_\_\_.

My child's disability category is \_\_\_\_\_. Or, my disability category is \_\_\_\_\_.

Please explain why mediation is requested.

Sincerely,

\_\_\_\_\_  
Person Requesting Mediation

Parent

Student

School System

Attorney

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone Number