District Of Columbia
Office of the State Superintendent of Education
Office of Dispute Resolution
810 First Street, NE, 2nd Floor, Washington, DC 20002
(202) 698-3819 • www.osse.dc.gov

Mediation Request Form

Thank you for considering mediation to address your concerns. Mediation is a voluntary process that brings people together to resolve their disagreements. A mediator helps participants communicate with each other, so that everyone has an opportunity to express concerns and offer solutions. This form will help you request mediation services from the OSSE Office of Dispute Resolution (ODR). Provide all information requested.

You may also request mediation by calling the Office of Dispute Resolution, (202) 698-3819. Ask for the Mediator Intake Coordinator. If you need interpretation services, please call (202) 481-3457.

The Office of Dispute Resolution will contact you within 1-2 business days of submitting this form to gather additional information and schedule a time and location for the mediation.

Student and Case Information

Student Name: _____

Student Address: _____

Student Date of Birth: _____

Student School Attending: _____

Contact Information for Person Requesting Mediation:

□ Parent/Guardian □ School District or Charter School □ OSSE

_____

Name* School/Organization

**If a school is requesting mediation, please provide a point of contact.*

_____

Address (street, apartment, city, state, zip)

_____

Phone Number Alternate Phone Number Email

What is the best time for the ODR Mediation Intake Coordinator to contact you? _____

Alternate Contact Information

revised April 2015

_____

Name *Phone Number* *Email*

Brief Reason for Mediation:

_____
_____
_____
_____

What outcome are you looking for:

_____
_____
_____
_____

Will you need anything extra to help you participate in the mediation like an interpreter, a wheelchair accessible building, etc.? Accommodations: □ No □ Yes
If yes, please list out the accommodations you will need to participate:

_____
_____

Do you have an attorney or advocate (not required for mediation)? □ No □ Yes
If yes, please include their contact information below.

_____

Name *Phone #* *Email*

This form may be submitted in-person or by mail, fax, e-mail.

Mail:
Office of the State Superintendent of Education
Office of Dispute Resolution
810 First Street, NE, 2nd Floor
Washington, DC 20002
Telephone: (202) 698-3819

Fax: (202) 478-2956

E-mail: odr.intake@dc.gov