



Office for Dispute Resolution

March 2, 2009

File #: 9772/08-09

Dear :

and the parents and/or guardians of Test Student have voluntarily agreed to attend a mediation session scheduled by the Office for Dispute Resolution (ODR) as follows:

Mediator: /

Place: Admin Bldg

Date:

PA

Time:

Issues:

Parent Participants:

School Participants:

Prior to mediation, please review Your Guide to the Mediation Process that has already been mailed to you under separate cover. At the beginning of the mediation session, each participant will be asked to sign the **Mediation Rules for Special Education**, and the **Agreement to Mediate** form. In addition, the school district must complete **Authorization of Resources** form prior to the mediation. This form must be signed by the superintendent and authorizes one of the school district participants to commit resources during the mediation session. At the end of the mediation session, all participants are asked to complete an evaluation which is returned to ODR.

This office continues to be available for questions prior to or following the mediation session. Please do not hesitate to contact us with any concerns you might have and we hope you find the mediation process beneficial. For more information on ODR, please visit our website at: <http://odr.pattan.net>.

Sincerely,

Case Manager