

RE: CASE #:

Dear _____ :

The Wisconsin Special Education Mediation System (WSEMS) now has a request form for mediation services signed by both parties.

There are 23 mediators on the WSEMS list. The parties and I choose mediators from this list. They are trained in special education and mediation and are located throughout the state. Either party can nominate a mediator but both parties must agree on the mediator. The system will pay for the cost of the services of a mediator on the WSEMS's list.

I have chosen _____ as the mediator in your special education dispute. The mediator's bio is enclosed. If you have a concern with the selection of this mediator, please contact me by the end of business day on _____. If you agree with the selection and I do not hear from either party, the mediator will contact you very soon to schedule the mediation session.

If you have any further questions or concerns about the mediation process, please contact me at 1-888-298-3857 or jane@wsems.us.

Sincerely,

Jane Burns
Intake Coordinator and System Administrator

Enclosure

L-3