

Dear _____ :

Your services have been accepted as the mediator in a special education dispute between _____ and _____. Please schedule the first session within 21 business days of your date of acceptance unless both parties agree to longer.

We are also including for your information a copy of the request for mediation form. The intake form has already been emailed to you. If you have any additional questions as the mediation is scheduled or the session begins, please feel free to contact me at any time at 1-888-298-3857 or jane@wsems.us.

Sincerely,

Jane Burns
Intake Coordinator and System Administrator