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# Request: Alternate Dispute Resolution



## *Date of Request*

## *Student Information*

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|                       |                      |       |
|-----------------------|----------------------|-------|
| Name                  | Date of Birth        | Grade |
| District of Residence | School of Attendance |       |

## *Parent Information*

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|         |       |       |     |
|---------|-------|-------|-----|
| Name    | Email |       |     |
| Address | City  | State | Zip |
| Phone   | Phone | Fax   |     |

## *District Information*

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|                       |                |     |  |
|-----------------------|----------------|-----|--|
| District of Residence | Representative |     |  |
| Phone – Office        | Email          | Fax |  |

## ***Additional Parties to be included in the local mediation***

*Include any other school district or public agency responsible for providing services and should be a party in the local mediation*

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|                |                |     |  |
|----------------|----------------|-----|--|
| District       | Representative |     |  |
| Phone – Office | Email          | Fax |  |
| Agency         | Representative |     |  |
| Phone – Office | Email          | Fax |  |

Agency

Representative

Phone – Office

Email

Fax

***Requesting Party***

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Parent

School District

Agency

Other

*If the contact information for the party requesting mediation is not included above, please complete the following:*

Name

Phone

Address

Email

Fax

Have all parties agreed to participate in local mediation?  Yes  No

***Brief Summary of Reason for Alternative Dispute Resolution Request***

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***Proposed Resolution of Problem Stated Above***

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### ***Mediation Process***

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Mediation is a voluntary, confidential process for resolving disagreements at the school, district, or regional level.

The Marin County SELPA will convene the mediation within 15 business days at a location agreeable to all parties.

The mediation will be conducted in a non-adversarial atmosphere by a neutral mediator who is assigned by the Marin County SELPA. Mediators include parents, district staff members, and/or Marin County SELPA staff who have received dispute resolution training.

Participating in local mediation does not change the rights of a parent guardian or district to request a due process hearing or file a complaint.

***Return Completed Form to the Marin County SELPA***  
***1111 Las Gallinas Avenue***  
***San Rafael, CA 94903***  
***Fax: 415-499-5813***  
***Email: [dmcnamara@marinschools.org](mailto:dmcnamara@marinschools.org)***

***Date Received by the Marin County SELPA***