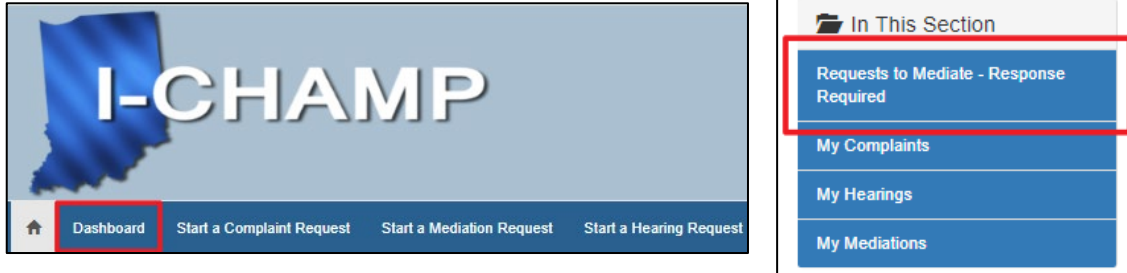


Accepting/Declining Requests for Mediation

Both parents and schools may submit requests for Mediation. Mediation is a voluntary process, so it requires agreement from both parties. This means that Mediation Requests submitted by the school require the agreement of a parent, and vice versa. If there is a Mediation Request that requires your agreement, you will receive an email notification from **I-CHAMP**. Follow the steps below to respond to the request:

1. Navigate to your applicable Dashboard and click on the **Requests to Mediate – Response Required** button.



2. On the **Requests to Mediate – Response Required** page, you will see the request and the date it was submitted. Click on the **date submitted** link to navigate to the details of the Mediation Request.

Requests to Mediate - Response Required			
Date Submitted ↑	Student First Name	Student Last Name	School
6/10/2019 1:44 PM	First	Last	ETG Corp 1

3. This will open the **Mediation Request Agreement** form. From this form, you will see all of the details associated with the Mediation Request.

Mediation Request Agreement

Please indicate below whether or not you agree to this request for mediation.

Dispute Issues

Dispute Issue ↑	Dispute Issue Comments
Discipline/Disciplinary Removals	
Student's identification and eligibility for services	This is an issue that I would like to report.

4. To respond to the request, scroll to the **Agreement section** at the bottom of the page. Use the drop down to Agree or Disagree to participate in the mediation process. Be sure to click the **Save** button. If you agree to participate, the Department will assign the Mediation Request to a mediator. The Mediator will reach out to both parties regarding next steps in the mediation process. If you disagree to participate in the mediation process, the system will send out a notification email letting the other party know that you did not agree to participate in the mediation and the mediation process will not begin.

Agreement

Do you agree to participate in this Mediation? *

If a Translator is required, please specify the language: