

Indiana Department of Education, Office of Special Education

I-CHAMP

Accepting a Request for Mediation Guide

VERSION 1.0

The screenshot shows the I-CHAMP website interface. At the top right, there are 'Register' and 'Sign In' buttons. The main header features the I-CHAMP logo with a blue map of Indiana. Below the header is a navigation bar with a home icon. The main content area is titled 'Indiana Complaint, Hearing, and Mediation Process' and 'Office of Special Education'. On the left, there are four buttons: 'LOGIN WITH PROFILE', 'CREATE PROFILE', 'CONTACT US', and 'RESOURCES'. The center features a large banner with a group of diverse children holding a sign that says 'SPECIAL EDUCATION Learning for Everyone'. Below the banner, there is a welcome message and three columns of information for 'Complaint', 'Hearing', and 'Mediation', each with a 'LEARN MORE' and 'GET STARTED' button.

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1. Introduction



The Office of Special Education, Due Process Team has created the I CHAMP portal. This portal introduces a fast and easy way to manage Complaints, Mediations, and Due Process Hearings.

1.1. Document Purpose

This *Accepting Request for Mediation Guide* is intended to provide a quick help guide for users accepting request for Mediations submitted through the **I-CHAMP** portal.

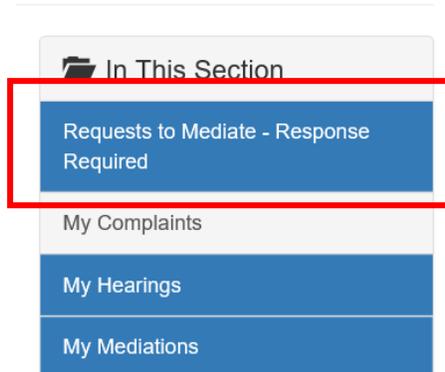
Note: You must create a profile in I-CHAMP to accept the request for mediation. If you have not created a profile, please do so before following steps in this guide. Instructions for creating a profile in the **I-CHAMP** portal can be accessed by clicking the links below.

- Parent: <https://ichamp.doe.in.gov/parentGuide.pdf>
- Planning District Director / School: <https://ichamp.doe.in.gov/directorGuide.pdf>



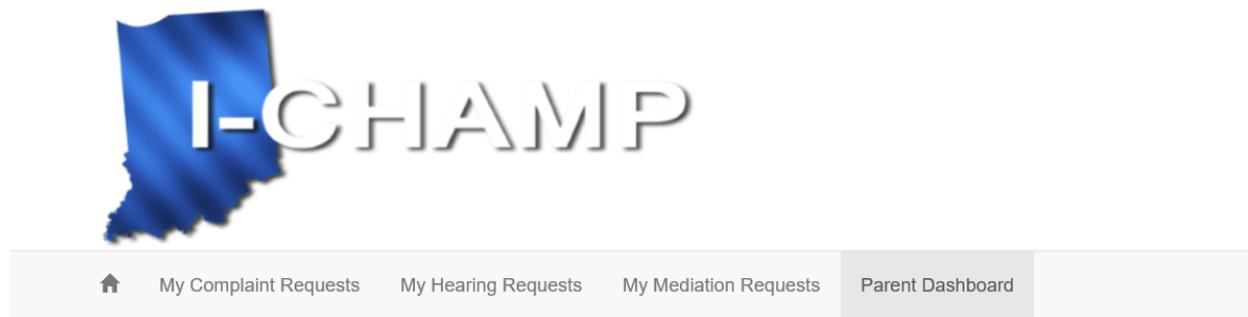
2. Accepting Requests for Mediation

Both parents and schools are able to submit requests for Mediation. Since Mediation is a voluntary process, it requires agreement from both parties. This means that Mediation Requests submitted by the school require the approval of a parent, and vice versa. If there is a Mediation Request that requires your approval, you will receive an email notification from **I-CHAMP**. To respond to the request, navigate to the Dashboard, and click on the **Requests to Mediate – Response Required** button.



2.1. Viewing the Request to Mediate Record

On the Requests to Mediate – Response Required screen, you will see the request for Mediation and the date it was submitted. Click on the data submitted to navigate to the details of the Mediation Request.



Requests to Mediate - Response Required

Date Submitted ↑	Student First Name	Student Last Name	School
3/14/2016 1:54 PM	Ima	Student	21st Century Charter Sch of Gary

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.

2.2. Responding to the Mediation Request

To respond to the request for Mediation, scroll to the Agreement section at the bottom of the page. Use the drop down to Agree or Disagree in participating in the Mediation (step #1) and click the **Save** button (step #2).

Agreement

Do you agree to participate in this Mediation? *

1

2

2.3. Outcomes of Responding to Mediation Requests

If you **disagree** to participate in the Mediation, the Mediation will not move forward, and the system will send out a notification email letting the other party know that the Mediation Request will not move forward.

If you **agree** to participate in the Mediation, a Mediator will reach out regarding next steps in the Mediation process