SOUTH CAROLINA
DEPARTMENT OF EDUCATION

Mediation Request Form (parent)

Please use this form to request mediation. Mediation is a voluntary and informal process in which parents and the LEA meet with an impartial mediator to talk openly about the area(s) of disagreement and to try to reach a resolution.

Student Information

Student Name

Disability Category

School District

Reason(s) for request

We request that a mediator approved by the South Carolina Department of Education (SCDE) help us resolve the following disagreement(s):

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Parent/Guardian Information

Parent/Guardian Name(s)

Phone Number

Email Address

Street address

City/zip

- We reviewed the procedures for mediation in special education in South Carolina found at https://oses.ed.sc.gov/parents-family-community/dispute-resolution-information/mediation/ and understand that it is a voluntary process and not a requirement.

- We agree to meet to work out our differences in a way acceptable to each of us and in the best interest of the student.

- We understand that the student's current placement remains the same. We understand that by agreeing to mediation, neither the school district/agency nor the parent/guardian gives up the right to a due process hearing or to file a formal complaint.

- We understand that mediation is confidential and agree not to require the mediator to be a part of any future due process hearing or court proceeding. We understand that when a resolution is reached during mediation, the parties must execute a written legally binding agreement that is enforceable in any state or federal court. We understand that whatever is stated or occurs during mediation cannot be used in a future due process hearing or court proceeding.

Submission Instructions

You may scan and email this form to Ms. Barbara Drayton, Esq. at BDRAYTON@ed.sc.gov or send via post to: Office of General Counsel, Attn: Barbara Drayton, 849 Learning Lane, West Columbia SC 29172

1. Upon receipt of this request, Ms. Drayton will contact you to acknowledge receipt.
2. If you are notified that the party representing the district grants consent, you will be contacted regarding the scheduling of the mediation session.

Parent signature

Parent signature

Date of Mediation request