



# Special Education Mediation Request

Use the Tab Key to move to each part of the form

Mediation Requested by:  District or  Parent

Mediation Request is:  a general request;  related to formal complaint; or  
 related to due process hearing request

Date of Request: \_\_\_\_\_ Case Number: \_\_\_\_\_ (Case # assigned by GaDOE)  
Parent Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Full Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
GTID #: \_\_\_\_\_ The GTID # will be provided by the local school district  
Current School: \_\_\_\_\_

School District: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Parent Representative (if any):  Advocate  Attorney  
Representative Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_





# Special Education Mediation Request

Use the Tab Key to move to each part of the form

Please describe the issue(s) to be mediated. *(If more space is needed, please use additional paper.)*

The parent agrees to participate in mediation:       **YES**       **NO**

\_\_\_\_\_  
**(Signature of Parent)**

The school district agrees to participate in mediation:       **YES**       **NO**

\_\_\_\_\_  
**(Signature of School District Designee)**

The local school district and the parent must be advised of a request for mediation and both parties must agree to mediate before a mediator will be assigned. This form should be forwarded to the Georgia Department of Education from the local school district.

Submit the signed Special Education Mediation Request form to:  
Division for Special Education Services and Supports  
205 Jesse Hill Jr. Drive, SE, 1870 Twin Towers East  
Atlanta, Georgia 30334  
eFax: 770-344-4458 or Email: [spedhelpdesk@doe.k12.ga.us](mailto:spedhelpdesk@doe.k12.ga.us)  
For questions, contact the Special Education Helpdesk at (404) 657-9968 or  
[spedhelpdesk@doe.k12.ga.us](mailto:spedhelpdesk@doe.k12.ga.us)