MISSOURI FIRST STEPS
MEDIATION REQUEST MODEL FORM

INSTRUCTIONS

The Missouri Department of Elementary and Secondary Education (DESE) makes mediation available, at no cost, to allow parents and DESE, the System Point of Entry (SPOE) agency or a provider the opportunity to resolve disagreements involving any matter under Part C of the Individuals with Disabilities Education Act (IDEA).

The mediation process is voluntary on the part of both parties. If both parties agree to mediation they will need to mutually agree upon a mediator from a list of qualified mediators provided by DESE. This form may be used to request mediation.

Mail completed form to:

Missouri Department of Elementary and Secondary Education
Office of Special Education
Attention: First Steps Compliance
P.O. Box 480
Jefferson City, MO 65102-0480

The Office of Special Education business hours are Monday - Friday, 8:00 AM - 4:30 PM

Or fax to: (573) 526-4404 Attention: First Steps Compliance

PERSON REQUESTING MEDIATION

NAME		RELATIONSHIP TO CHILD
ADDRESS/CITY/STATE/ZIP		
HOME PHONE NUMBER	OTHER PHONE NUMBER	EMAIL ADDRESS

CHILD INFORMATION

NAME OF CHILD

ADDRESS/CITY/STATE/ZIP

COMPLAINT INFORMATION

This mediation concerns: (check only one) ☐ **Child Complaint** **OR** ☐ **Due Process**

DESCRIPTION OF THE PROBLEM, INCLUDING FACTS RELATING TO THE PROBLEM: (ADDITIONAL PAGES MAY BE ATTACHED)

PROPOSED SOLUTION TO PROBLEM, IF KNOWN: (ADDITIONAL PAGES MAY BE ATTACHED)