Requesting Mediation Through the North Dakota Department of Public Instruction (NDDPI), Office of Specially Designed Services:

Parents and educators can use mediation to help resolve conflicts regarding special education or related services issues.

To Request Mediation:

Go online to nd.gov/dpi/ Click on “Education Programs”
Scroll down to “Special Education”
Click on “Special Education Dispute Resolution”
Click on “Request for Mediation Form”
Fill out the form and send it back via email, mail, or fax to the NDDPI

Call Or Email:
ND Dept. of Public Instruction
Office of Specially Designed Services
600 E. Blvd Ave. Dept. 201
Bismarck, ND 58505-0440
PH: 701-328-2277 Fax: 701-328-4149
Email: dpispecialed@nd.gov

Response from Other Party:
- The NDDPI, Office of Specially Designed Services will contact the other party regarding participation in mediation
- If the other party chooses not to participate in mediation, the process ends
- If both parties agree, a mediator is assigned

How to Prepare for Mediation Meeting:
- Organize your documents & write dates and notes on them
- Make a list of issues and questions
- Try to think of many different solutions to the problem & write down
- Remember that mediation is more likely to result in an agreement if everyone listens carefully and is respectful

Mediation:
- After the mediator is assigned, the mediation forms from both parties will be sent and the mediator will contact both parties to arrange a date, time, and place so the mediation can take place as soon as conveniently possible.
- If an agreement is reached during mediation, both parties will sign, and it becomes a legally binding agreement that can be enforced in a state or federal court.
- At the end of the meeting, the mediator will distribute a confidential mediation exit survey to all participants.
- The mediator will send a copy of the mediation agreement and exit survey to NDDPI, Office of Specially Designed Services.