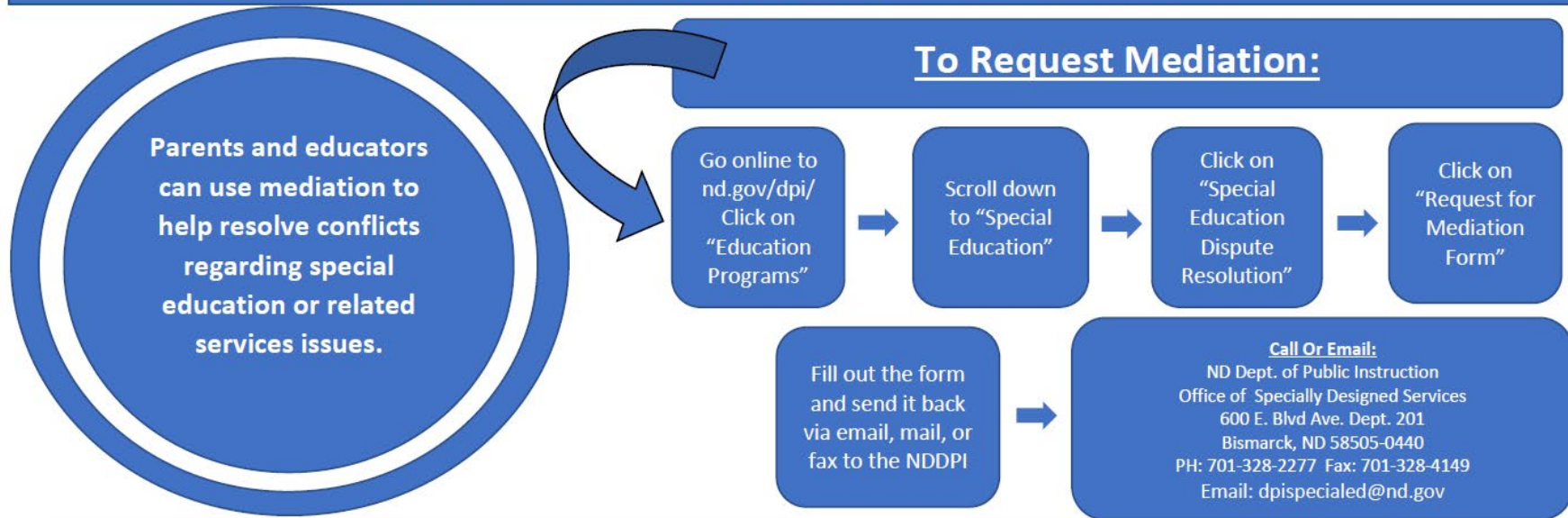


Requesting Mediation Through the North Dakota Department of Public Instruction (NDDPI), Office of Specially Designed Services:



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.