Requesting Mediation Through the North Dakota Department of Public Instruction (NDDPI), Office of Special Education:

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 Special Education
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 Special Education 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

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 Special Education.

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