

## General Overview of Special Education Mediation Process

Sound Options Cadre (SOC) receives phone request from family or school district to participate in mediation. SOC obtains intake information, demographics (for family), discusses issues to mediate, the role of the mediator, suggested participants, and the mediation process. SOC will obtain the second party's (family's or district) contact information.



SOC sends intake letters with brochures to family and district.



SOC contacts second party (family or district) regarding the request to participate in mediation. SOC obtains intake information, discusses issues to mediate, the role of the mediator, suggested participants, and the mediation process. SOC contacts first party (family or district) with second party's decision to mediate or to decline. If the second party declines, SOC will close the case and send a letter notifying the parties.



If both parties agree to mediate, SOC will contact the family and the district to further clarify issues to mediate and to reach agreement as to who will be attending the mediation. SOC will then confirm if the family and the district still want to move forward with mediation.



SOC discusses potential dates and location of mediation session with family and district.



SOC sends mediation confirmation letters to family and district and information on preparing for mediation. If advocates and attorneys will participate in mediation, SOC send them information on the mediation process.



SOC calls family and district two days in advance of the mediation session to confirm meeting. In certain situations, the mediator may contact the family and district prior to the meeting to prepare the parties to participate in the mediation session.



Family and district participate in mediation session. If an agreement is reached, both parties will receive a copy of the mediation agreement.\* If an agreement is not reached, the parties can agree to hold a second session, which SOC will schedule.

\*Mediation agreements are enforceable by OSPI through the special education community complaint (SECC) process, and in state and federal court.



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NOTE: At any point in the process, cases may be closed and not move forward. Reasons for this could be "unable to schedule", request "withdrawn", "conciliated", or "declined" by either party.