

**Alternate Dispute Resolution (ADR)
INTAKE FORM**

To request ADR services, complete this form and fax to the appropriate mediation center.

Date of Request: _____ **Date of Due Process Request (if filed):** _____

Service requested: (Check one) **Conciliation** **IEP Facilitation** **Mediation**

Name of Student: _____ **Sex:** _____ **Date of Birth:** _____

School: _____ **District:** _____

| School Information | Parent Information |
|-------------------------|--------------------------------|
| Principal: _____ | Name: _____ |
| Address: _____ _____ | Relationship to student: _____ |
| Phone: _____ | Address: _____ _____ |
| FAX: _____ | Phone: _____ |
| Contact Person: _____ | Name: _____ |
| Position: _____ | Relationship to student: _____ |
| Address: _____ _____ | Address: _____ _____ |
| Phone: _____ | Phone: _____ |

What are the issue(s) in dispute? _____

Has a request for a Due Process Hearing been filed on the issue(s)? Yes No

If "Yes", please attach a copy of the request to this form.

| For Mediation Center Use | | | | |
|---|---|-------------|---|------------------------------|
| Date of Referral: _____ | Date of Service: _____ | | | |
| DISPOSITION: _____ | | | | |
| Mediation: | | | | |
| <input type="checkbox"/> 1. Parent(s): No contact with Mediation Center | <table border="1"> <thead> <tr> <th align="center">For SES Use</th> </tr> </thead> <tbody> <tr> <td>Date Referral received by SES: _____</td> </tr> <tr> <td>Date Case resolved: _____</td> </tr> </tbody> </table> | For SES Use | Date Referral received by SES: _____ | Date Case resolved: _____ |
| For SES Use | | | | |
| Date Referral received by SES: _____ | | | | |
| Date Case resolved: _____ | | | | |
| <input type="checkbox"/> 2. Parent(s) declined mediation | | | | |
| <input type="checkbox"/> 3. Case mediated with no agreement | | | | |
| <input type="checkbox"/> 4. Case mediated with agreement reached | | | | |
| <input type="checkbox"/> 5. DOE: No show for mediation | | | | |
| <input type="checkbox"/> 6. Parent(s): No show for mediation | | | | |