

Delaware Department of Education
Exceptional Children Resources
John G. Townsend Building
401 Federal Street, Suite 2
Dover, DE 19901
Phone: (302) 735-4210
Fax: (302) 739-4654
<https://education.delaware.gov/>

Request For **Special Education Mediation Form**

The Delaware Department of Education (Department) provides mediation to assist parents, school districts, and charter schools in resolving disputes concerning the provision of special education services under the Individuals with Disabilities Education Act (IDEA) and corresponding Delaware law. Mediation is provided at no cost to the parent, school district, or charter school. All parties must agree to try mediation before it can be attempted. Mediation may be requested by submitting the following written request to the Department:

Name of Person Requesting Mediation:

Address:

Telephone Numbers: _____

Email: _____

Name of Child: _____

School District/Charter School: _____

Name of School: _____

Relationship to Student (check one):

☐ Parent/Guardian ☐ Other _____

☐ School District or Charter School

Parent/Guardian Contact Information (if requested by someone other than Parent/Guardian):

Address:

Telephone Numbers: _____

Email: _____

Provide a brief description of the dispute involving special education and related services:

Provide a brief description of the attempts made to resolve the dispute prior to requesting mediation:

Signature of Person Requesting Mediation:

(Signature) (Date)

Mail, hand-deliver, fax, or email your request to:

Director
Exceptional Children Resources
Delaware Department of Education
John G. Townsend Building
401 Federal Street, Suite 2
Dover, Delaware 19901
Fax: (302) 739-4654
Email: dispute.resolution@doe.k12.de.us

The Department accepts Mediation requests by email.