



## Request Form

### Mediation

### IEP/IFSP/GIEP Facilitation

#### Service Information

Today's Date:		Requested by: <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> LEA (school district; charter; or IU) <input type="checkbox"/> Infant/Toddler/Early Intervention	
Name/Email of Person Completing this Form:	Relationship to Student:	Phone:	
Please Check the type of service requested:			
<input type="checkbox"/> Mediation	<input type="checkbox"/> IEP Facilitation	<input type="checkbox"/> GIEP Facilitation	
<input type="checkbox"/> IFSP Facilitation (Early Intervention)			

#### Student Information

Last Name:	First Name:
Date of Birth:	Exceptionality:
Name of School/Program:	

#### Parent/Guardian Information

Parent/Guardian Names:	Second Parent or Parent not residing with the Student:
Address:	Address
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
Email:	Email:

**LOCAL EDUCATION AGENCY (LEA) INFORMATION**

School District/Charter School/Agency Name:

Address:

Contact Name: Position Title:

Phone:

Fax:

Email:

Please provide a brief description of the issue(s) in dispute, and any proposed solutions to the problem.

[Empty text box for issue description]

**Please complete this section if you are requesting any type of facilitation service.**

- An IEP/IFSP/GIEP meeting is currently scheduled for: (date, time and location)
- An IEP/IFSP/GIEP meeting has not yet been scheduled.

For all requests, if there is additional information you would like to provide, please enter it here.

[Empty text box for additional information]

- Parents with questions about these services or other dispute resolution options may contact the Special Education ConsultLine at 800-879-2301 or 717-901-2146.
- Any birth-3 questions should be referred to OCDEL at 717-346-9320.
- On occasion, an ODR staff person may ask to attend any of these meeting for purposes of evaluating the service. Parties will be notified ahead of time, and any questions will be addressed at that time.
- Please save a copy of this form and MAIL, FAX or EMAIL a completed form to the Office for Dispute Resolution at:

6340 Flank Drive, Harrisburg, PA 17112-2764  
 717-901-2145 • Toll Free 800-222-3353 (PA only)  
 Fax 717-657-5983 • TTY Users: PA Relay 711  
 Email: [odr@odr-pa.org](mailto:odr@odr-pa.org)