

--Sequence—
Parent Request for a Stand-Alone Mediation

1. The administrative assistant opens the request and assigns it to the next consultant in line for a case assignment.
2. The consultant checks the request for completeness. If it is not complete, the parent is contacted and asked to provide the missing information.
3. If complete, the consultant contacts the SAU to ask if they have received their copy. The official date of the request is the date the Due Process Office (DPO) is in possession of the request.
4. All information is entered into the docket and the case is assigned a name and number.
5. The SAU is asked if they wish to participate in mediation. If they choose not to, the case is closed.
6. If the SAU chooses to participate, the consultant determines a range of dates for the mediation meeting, which is typically held within two or three weeks of the date of the receipt of the request.
7. The consultant contacts the next mediator in line for a case. The mediator selects a date for the mediation meeting from the within the specified range.
8. The administrative assistant arranges a meeting location and prepares an appointment letter for the mediator. This letter is copied to all parties and includes the meeting date and location, as well as additional information helpful in facilitation of the mediation process.
9. There are no regulatory timeline requirements for stand-alone mediations.

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