

California Department of Education
Special Education Division
On Behalf of The

Office of Administrative Hearings
State of California
Special Education Division

Scheduling Information for Mediation of State Complaint

In order to schedule your mediation, the Office of Administrative Hearings (OAH) will need the information requested on this form. Once the parties have completed and submitted both the Request for Mediation and the Scheduling Information forms to the California Department of Education (CDE), the CDE will forward this information to the OAH. The OAH will then issue a notice and schedule the mediation on the date requested by the parties. Mediations will be held by videoconference. Information on how to participate in the videoconference mediation will also be provided by the OAH.

In order to receive electronic copies of documents from the OAH, you may select Secure E-file as your preferred method of service, but you must comply with the process described on OAH's website at: <https://www.dgs.ca.gov/OAH/Services/Page-Content/Office-of-Administrative-Hearings-Services-List-Folder/OAH-Secure-e-File-Information>.

Local Educational Agency (LEA) Information

Name of Local Educational Agency

Preferred Method of Service (check one):

Secure E-file

U.S. Mail

Parent Information

Name of Parent

Name of Student

Preferred Method of Service (check one):

Secure E-file

U.S. Mail

Preferred Date

We, Parent and LEA, are available to participate in mediation regarding the case identified on the following date (indicate month, date, year). The date must be between 14 and 30 days from the date the **fully completed** request (i.e. CDE's Mediation of Complaint Request form and this form) is submitted to the CDE.

Case Number

Preferred Date

Is half-day or full-day mediation requested? (check one)

Half-day Mediation 9:00 a.m. to 12:30 p.m.

Half-day Mediation 1:30 p.m. to 5:00 p.m.

Full-day Mediation 9:00 a.m. to 4:30 p.m.

Additional comments and/or instructions (requests for interpreter or accommodation etc.):