

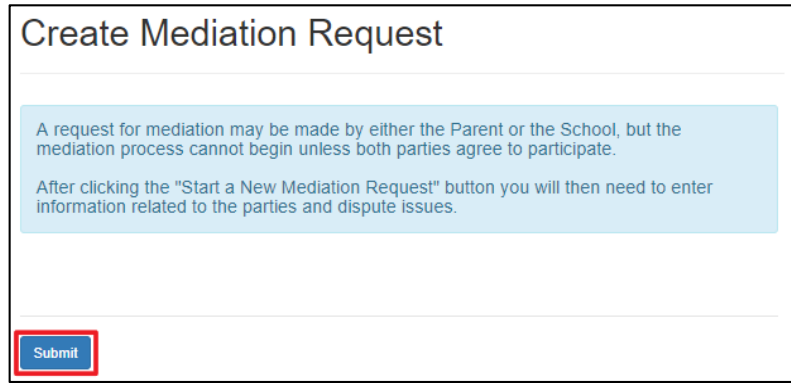
The Office of Special Education, Dispute Resolution Team has created the **I-CHAMP** portal. This portal introduces a fast and easy way to manage Complaints, Mediations, and Due Process Hearings involving your special education student

Document Purpose:
 This **Submitting a Mediation Request Guide** is intended to provide a quick help guide for users submitting and approving Mediation requests through the **I-CHAMP** portal. The **I-CHAMP** portal can be accessed at: <https://ICHAMP.doe.in.gov>

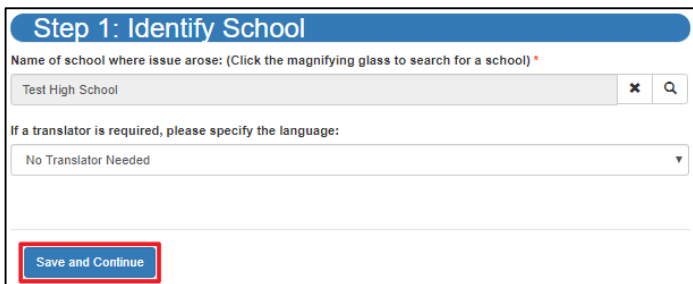
How Do I Submit a Mediation Request?

Follow the steps below to submit a request for Mediation:

1. Go to the **I-CHAMP** portal.
2. Click **Sign-In** button located at top-right of the screen (see the *Getting Started* guide for registering a username).
3. Enter your **Username**.
4. Enter your **Password**.
5. Click **Sign In**. The **I-CHAMP** homepage will open.
6. Click **Get Started** in the **Mediation** pane. The Start a Mediation Request page will open.
7. Click **New Request**. The Create Mediation Request page will open. Click **Submit**.



8. Provide the information requested in each step (#1-7) of the request workflow. Click **Save and Continue** to advance stages.



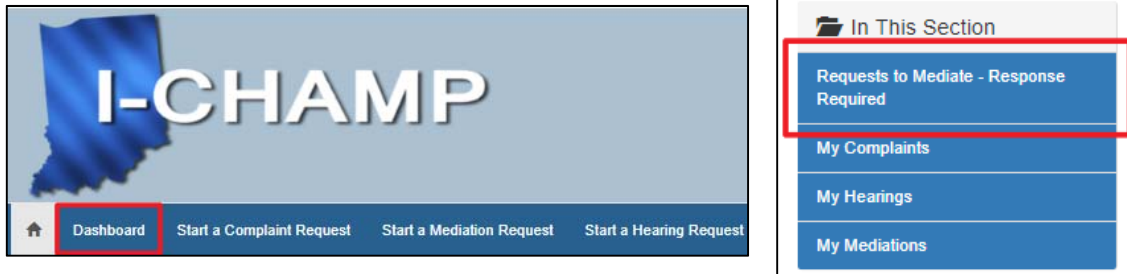
- Step 1: Identify School
- Step 2: Student
- Step 3: Requesting Party
- Step 4: Related Hearing Information (if applicable)
- Step 5: Related Complaint Information (if applicable)
- Step 6: Identify Issues
- Step 7: Review Information
- Final Step: Electronic Signature

9. On Step 6, in order to add issues, click **Add Issue**, fill out the appropriate information and click **Submit**.
10. On the Final Step, provide your signature and click **Submit to IDOE** when you are satisfied with your Mediation Request.

Approving Requests for Mediation

Both parents and schools are able to submit requests for Mediation. Since Mediation is a voluntary process, it requires agreement from both parties. This means that Mediation Requests submitted by the school require the approval of a parent, and vice versa. If there is a Mediation Request that requires your approval, you will receive an email notification from **I-CHAMP**. Follow the steps below to respond to the request:

1. Navigate to your applicable Dashboard, and click on the **Requests to Mediate – Response Required** button.



2. On the Requests to Mediate – Response Required screen, you will see the request and the date it was submitted. Click on the date submitted to navigate to the details of the Mediation Request

Requests to Mediate - Response Required			
Date Submitted ↑	Student First Name	Student Last Name	School
6/10/2019 1:44 PM	First	Last	ETG Corp 1

3. This will open the Mediation Request Agreement form. From this form, you will see all of the details associated with the Mediation Request.

Mediation Request Agreement

Please indicate below whether or not you agree to this request for mediation.

Dispute Issues

Dispute Issue ↑	Dispute Issue Comments
Discipline/Disciplinary Removals	
Student's identification and eligibility for services	This is an issue that I would like to report.

4. To respond to the request, scroll to the Agreement section at the bottom of the page. Use the drop down to Agree or Disagree in participating in the Mediation and click the **Save** button. If you agree to participate in the Mediation, a Mediator will reach out regarding next steps in the Mediation process. If you disagree to participate in the Mediation, the Mediation will not move forward, and the system will send out a notification email letting the other party know that the Mediation Request will not move forward.

Agreement

Do you agree to participate in this Mediation? *

If a Translator is required, please specify the language: