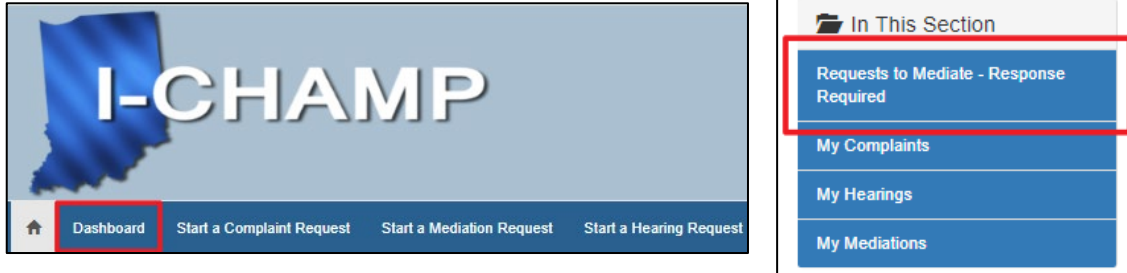## Accepting/Declining Requests for Mediation

Both parents and schools may submit requests for Mediation. Mediation is a voluntary process, so it requires agreement from both parties. This means that Mediation Requests submitted by the school require the agreement of a parent, and vice versa. If there is a Mediation Request that requires your agreement, 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** page, you will see the request and the date it was submitted. Click on the **date submitted link** to navigate to the details of the Mediation Request.

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

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 to participate in the mediation process. Be sure to click the **Save** button. If you agree to participate, the Department will assign the Mediation Request to a mediator. The Mediator will reach out to both parties regarding next steps in the mediation process. If you disagree to participate in the mediation process, the system will send out a notification email letting the other party know that you did not agree to participate in the mediation and the mediation process will not begin.