



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

Date:

RE: Preappeal Conference for PRE#____, _____

Thank you for your willingness to meet and discuss issues related to _____. This special education preappeal conference is scheduled for _____ at _____, and will be held at the _____ in _____, Iowa, _____. _____ will serve as the mediator.

Enclosed are additional materials that relate to the preappeal conference process. One form is called *Agreement to Mediate*. Please read this form and be prepared to sign at the preappeal conference. Prior to signing, the mediator can also address clarifying questions.

Careful thought and consideration should be given to the enclosures to ensure a meaningful and productive session. Statistics have shown that when the preappeal is approached in good faith and all parties come prepared, mutual agreements are attainable. The mediator will do his or her best to assist all parties in reaching a mutually satisfactory agreement. You are reminded that if an agreement is reached and signed, this is considered to be legally binding.

This material has been distributed to all parties who participated in the original telephone conference call establishing the date for the preappeal. If you invite additional people, please share these materials with them.

If you have any questions prior to the scheduled preappeal conference, please feel free to contact me by phone at 515-281-5494 or email at DeeAnn.Wilson@iowa.gov.

Lastly, if there are no objections, the mediator may bring another mediator to the session to either co-mediate or observe as part of the mediation training.

Sincerely,

Dee Ann L. Wilson, Consultant
Special Education Consumer Relations

DLW/

Enclosures: *Agreement to Mediate*
Preparing for Preappeal or Mediation (brochure)
Checklist for Legally Binding Mediation Agreement

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CC: