STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION

REQUEST FOR ENFORCEMENT OF A MEDIATION AGREEMENT

To: Director

Office of Special Education (OSE)
NJ Department of Education
P.O. Box 500
Trenton, NJ 08625-0500
Email: specialeducationcomplaints@doe.nj.gov
Phone: 609-376-9060

IMPORTANT:

- **The OSE must have a copy of the mediation agreement before any action can be taken with respect to a request for enforcement.**
- If any part of the mediation agreement is modified by subsequent agreement of the parties, enforcement may not be sought with respect to that part of the agreement.
- A request for enforcement must be made to the **OSE** no later than the 90th calendar day from the date of the required action directed within the mediation agreement's subject of the enforcement. If your request is untimely the **OSE** cannot enforce the request.
- The ***entire request*** must be submitted to the OSE and one copy of the entire request must be also submitted to the school district responsible for your child. The request may be submitted to the OSE by email or through mail.

You may attach additional pages in PDF form to the email. Adobe Acrobat Reader is a document reader software that is available for free download at: https://get.adobe.com/reader/.

<table>
<tr><td colspan="3">Relationship to Student(s): (Check One)
☐ Parent/ Guardian ☐ Attorney ☐ Advocate</td></tr>
<tr><td rowspan="4">From (Please Enter Name Below)</td><td rowspan="4">Address City, State, Zip Code</td><td>Email</td></tr>
<tr><td>Home Phone</td></tr>
<tr><td>Work Phone</td></tr>
<tr><td></td></tr>
<tr><td colspan="3">What is the date of the mediation agreement? _____</td></tr>
<tr><td colspan="3">Subsequent to signing the mediation agreement, have the parties reached any agreements that modify the original mediation agreement? ☐ Yes ☐ No (If yes, please explain below. Additional pages if necessary)</td></tr>
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When was the action that you are seeking to enforce directed to occur?

_____

Are you currently involved in, or have you recently requested a subsequent mediation or a due process hearing?

☐ **Yes** ☐ **No**

If you have recently requested mediation or a due process hearing, what is the subject of the subsequent disagreement?

Briefly state the specific provision (identify the page and paragraph) of the decision that you believe the education agency has failed to implement.

Upon receipt of a request for enforcement, the OSE will forward a copy of the request to the school district for response. If appropriate, the school district will have the opportunity to resolve the request with the parent. If the matter is not timely and satisfactorily resolved by the parties, the school district will be directed to submit to the OSE evidence of compliance. OSE will determine the implementation of the decision. If it is determined that the school district has failed to implement the decision, or part of the decision, the OSE shall order the school district to implement the decision or part of the decision, as appropriate.

Signature of Parent/Guardian

	Date