

Mediation Opening Checklist:

- Participant introductions.
- SOU purpose, signatures (e.g., to ensure all have same expectations).
- Very, very brief summary of your experience, qualifications.
- Explain you will provide overview of process:
 - Purpose (e.g., find solutions that best meets student's unique needs, create enforceable agreement).
 - Mediator's role (e.g., assist them to be productive and efficient, ensure meaningful participation, help write agreement)
 - Neutral (e.g., won't tell them what to do, act as decision maker or provide legal advice- mention if attorney).
 - Voluntary process (e.g., opportunity for them to save time, reduce stress and create successful path for student, if they decide together);
 - Confidential (e.g., allows to have open and honest conversation with no worry of words being used against them, IDEA requirement).
 - Caucus (e.g., private, efficient).
 - Meeting guidelines (e.g. no interruptions, distractions)
- Confirm time expectations.
- Demonstrate understanding of issues.

Virtual Additions:

- Technology: glitches/privacy/muting
- Agreement options