



Request for IEP Team Meeting Facilitation

Special Education

Facilitation is a voluntary process provided free of charge to the school district and the parent/guardian during which a state contracted facilitator attends an IEP team meeting or other special education meeting. The facilitator is not a member of the team and acts as a neutral third-party to provide balance, perspective, and an opportunity for individual team members to be heard and understood. The role of the facilitator is to help team members communicate effectively by focusing on key issues and moving toward a productive outcome. Facilitation supports early dispute resolution by providing assistance before the conflict develops into a formal dispute. A facilitator will not be responsible for creating or documenting agreements made by the team. Both the parent/guardian and school district must agree to participate in facilitation. Please see Chapter 13 of the Idaho Special Education Manual for additional information.

I have read the above statement and understand the school district and the parent/guardian must agree to facilitation for this request to move forward. I acknowledge the facilitator is a neutral party and is NOT a member of the team, an advocate, or a decision-maker.

Date: _____

Facilitation request is being initiated by (check all that apply):

Parent Guardian Adult Student School District Representative

STUDENT INFORMATION

Student Name: _____

Student's Grade: _____ Student's Age: _____

School Student Attends: _____

School District/Charter: _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Telephone: _____

DISTRICT INFORMATION

Special Education Director Name: _____

Email: _____ Phone: _____

IEP INFORMATION

Date of last IEP Team Meeting: _____

Topics of discussion for the facilitated IEP Team Meeting include:

- Identification/Evaluation
- Related Services
- Assistive Technology
- Progress Reporting
- Transition
- Discipline/Behavior
- Other: _____
- Accommodations/Modifications
- Placement
- Goals and Objectives
- Services
- Present levels of performance
- Implementation of IEP

Has the parent/guardian addressed these topics with the district Special Education Director?

Yes No

PROPOSED DATE AND TIME FOR A FACILITATED MEETING: _____

You may mail or email the facilitation request form to the following:

**Dispute Resolution Coordinator
 Idaho Department of Education
 Post Office Box 83720
 Boise, Idaho 83720-0027**

Email: disputeresolution@sde.idaho.gov

The Idaho Department of Education takes precautions to maintain the confidentiality of personally identifiable information. However, email communications are not always secure and may be read by individuals who are not the intended recipients. By completing this form and emailing it to the Idaho Department of Education you acknowledge that you understand the potential risks and are voluntarily communicating by email.

NOTE: Please allow 5-7 days for our office to assign a facilitator.