

Legally Binding Resolution Meeting Agreement Form

Name of student Date of Session
(First and last)

Resident district Attending district/nonpublic school

Area Education Agency Location of session

Other parties named (other than district/s or AEA/s)

Names and roles of people attending

Resolution Section

Description of action to resolve issue identified	Person or agency responsible to initiate and complete an action	Timeline for action
<p>1.</p> <p>Did the parties designate how long this action is to occur as part of this legally binding agreement?</p> <p><input type="checkbox"/> Not appropriate.</p> <p><input type="checkbox"/> Yes: Starting date</p> <p>Ending date</p> <p>What has to happen so that parties know this part of the agreement has been met? Describe.</p>		
<p>2.</p> <p>Did the parties designate how long this action is to occur as part of this legally binding agreement?</p>		

<input type="checkbox"/> Not appropriate. <input type="checkbox"/> Yes. Starting date Ending date What has to happen so that parties know this part of the agreement has been met? Describe.		
3. Did the parties designate how long this action is to occur as part of this legally binding agreement? <input type="checkbox"/> Not appropriate. <input type="checkbox"/> Yes. Starting date Ending date What has to happen so that parties know this part of the agreement has been met? Describe.		
4. Did the parties designate how long this action is to occur as part of this legally binding agreement? <input type="checkbox"/> Not appropriate. <input type="checkbox"/> Yes. Starting date Ending date What has to happen so that parties know this part of the agreement has been met? Describe.		
5. Did the parties designate how long this action is to occur as part of this legally binding agreement? <input type="checkbox"/> Not appropriate. <input type="checkbox"/> Yes. Starting date Ending date What has to happen so that parties know this part of the agreement has been met? Describe.		
6.		
7.		
8.		
9.		
(More can be added)		

Shepherd: _____ is the shepherd of the agreement. (Contact information: _____) As such he/she is the person who guides implementation of the agreement, and is the person any of those involved in this resolution meeting will contact with questions or concerns about the agreement being followed. If anyone involved believes that additional effort is needed to resolve differences that will be shared with the shepherd. One example would be a belief that the Facilitator should return.

Contingency Plan: Is a contingency plan needed for any part of the agreement because of something that has the potential to be outside the control of any party in the dispute? (Please include the name of a specific person who may be included during any part of the agreement.)

No Yes

If yes, describe the plan

Suggested Next Steps

1. If a final written agreement becomes available on the day of the resolution meeting, the Facilitator will provide copies to all parties and request signatures on that date, if possible, from those individuals whom signatures are required.
2. If an agreement was reached but a written agreement was not available for distribution on the day of the resolution meeting, the Facilitator will send or e-mail the written agreement to all parties, with separate signature pages for each party from whom signatures are required.
3. The Facilitator will copy the final agreement and signature pages and send copies to all parties attending the resolution meeting and to the Department of Education.
4. The parent will inform the Iowa Department of Education who will inform the administrative law judge of the status of the hearing request.

**Mandated Signatures for Legally Binding Written Agreement
(to be completed after the agreement is finalized)**

The undersigned parties agree:

1. This is a legally binding agreement enforceable in any state court of competent jurisdiction or in a district court of the United States.
2. This agreement is in force for the period _____ unless changed by the IEP team or by mutual written consent of the parties.
3. _____ is the shepherd of this agreement. As such she/he is the person others may contact with questions or concerns about the agreement's implementation.

Print and Sign (Parent)

Date

Print and Sign (Parent)

Date

Print and Sign (Designated representative of LEA)

Date

Print and Sign (Designated representative of AEA)