

Facilitated IEP Project

Instructions for Requesting a Facilitated IEP Meeting

1. Fill out the information that pertains to you and sign the form.
2. Send the form to the other party to be completed and signed or submit it directly to the South Carolina Department of Education (SCDE), Office of Exceptional Children (OEC). The OEC facilitation coordinator will contact the other party to see if they are willing to work with a facilitator to develop an acceptable IEP.
3. If parties fill out this form at the same time, the school district/agency will forward the form to the OEC.
4. Once the request form is signed by the parents and the school staff, the school district/agency schedules an IEP meeting at a mutually agreeable time and place, and faxes the notice of the meeting and the current IEP to the OEC. The notice will include the date, time, place and address of the meeting. The OEC requires that parties requesting a facilitator do so at least 10 days before the scheduled date of the IEP meeting to give the OEC facilitation coordinator time to confirm that both parties agree to use facilitation; locate an available facilitator; and gather and share relevant information. The OEC facilitation coordinator will make every attempt to locate a facilitator who is available during the time frame chosen by the IEP team. If no facilitator is available on this date, the IEP team may need to reschedule the meeting or proceed without the facilitator. Please note that a facilitated IEP meeting will not be scheduled if the facilitation coordinator determines that the issues identified by the parties are not related to the student's IEP or otherwise determines that facilitation is not an appropriate resolution option. In such cases, the facilitation coordinator will work with the parties to identify other resolution options.
5. For additional information, contact the OEC at 803-734-8224, or fax: 803-734-5021.

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Office of Exceptional Children
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