

Facilitated IEP Project *Request for Facilitated IEP Meeting*

- We request assistance in facilitating an IEP meeting.
- We know that using a facilitator is voluntary and cannot be used to delay or deny the parent or adult student's right to a due process hearing.
- Our goal is to write an acceptable IEP that focuses on the needs of the child.
- We understand that the facilitation will occur only if the minimally required team members are present.
- We agree not to call the facilitator to testify in any subsequent proceedings.
- The South Carolina Department of Education, Office of Exceptional Children, provides a facilitator at no cost to the participants, to assist schools and parents in reaching consensus on an IEP.

Please Print

Student's Name

School District/Agency

Disability

Special Education Director's Name

DOB (optional) Age Grade

Address

Parent/ Guardian Name(s)

City State Zip

Address

Phone () _____

City State Zip

Fax () _____

Home () _____

Email

Work () _____

Fax () _____

Cell () _____

Special Education Director's Signature Date

Email

Parent/Adult Student's Signature Date

Our last IEP team meeting was on (date) _____. We have concerns about the following areas of the IEP:

- | | | |
|---|----------------------------------|---------------------------|
| ___ identification, evaluation | ___ placement | ___ progress reporting |
| ___ present levels of education performance | ___ accommodations/modifications | ___ transition |
| ___ goals and objectives | ___ related services | ___ discipline/behavior |
| ___ services | ___ assistive technology | ___ implementation of IEP |
| ___ other _____ | | |

Briefly describe why a facilitator is needed for this meeting.

Parents and school districts/agencies should prepare for a minimum of three (3) hours when scheduling a Facilitated IEP Meeting. When there are a number of concerns/issues to discuss the meeting may exceed three (3) hours. Team members should be willing to stay until the agreed upon ending time, unless excused in writing by the school district/agency and parent. School districts/agencies must follow federal and state regulations regarding excusals. If it appears that additional time is needed to adequately discuss concerns/issues, facilitation may not be the appropriate course of action. In such cases, the parties may wish to consider requesting mediation.

Accessibility needs for the meeting (of the parent or student with a disability).

Translation Needs (Please specify): _____

Interpreter Needs (Please specify): _____

Accessibility Needs (Please specify): _____

Please describe the expected outcome of using a facilitator.

Authorization to Release Educational Data

If the party requesting facilitation is the parent, guardian, surrogate parent, or adult student with a disability, please sign the following release.

By agreeing to participate in a facilitated IEP meeting, I am authorizing School District/Agency _____ and its employees, agents and contractors to share the IEP and other relevant information about the student's identity, needs, and issues surrounding disagreements about educational programming with the OEC facilitation coordinator.

Signature

Date

A facilitated IEP meeting will not be scheduled until the OEC receives this signed authorization and the consent of both parties to proceed with facilitation.