

RE: CASE #:

Dear _____,

On _____, the Wisconsin Special Education Mediation System (system) received a request for IEP facilitation services from _____. Both the parent(s) and the school district need to agree to participate before the process can begin. I will need _____ to sign and return the enclosed request form before starting the process.

The facilitator will help with the IEP process, but school personnel will be responsible for determining that the IEP meeting is conducted in accordance with federal and state law and that all appropriate forms are completed. The facilitator helps keep the meeting focused, helps make sure everyone's voice is being heard, and helps keep the meeting moving forward.

Facilitation is a voluntary process. **Either the parent(s), the school district or the facilitator can end the process at any time.** The IEP facilitation process cannot delay or deny the right to a formal due process hearing.

There are 23 facilitators on the WSEMS list. I choose the facilitator from this list with input from you. They are trained in facilitation and mediation, and they are located throughout the state. The system will pay for the cost of the services of a facilitator on the WSEMS list.

Enclosed is a copy of the request form that _____ **sent** to the system. **If _____ would like to participate in this voluntary IEP facilitation process, please sign and return the form to me by _____ . If _____ not wish to participate, please phone or email me by that date.** If you have any questions about the IEP facilitation process, please contact me at 1-888-298-3857, by email at jane@wsems.us, or by fax at (262) 538-1348.

Sincerely,

Jane Burns
Intake Coordinator and System Administrator

Cc:

Enclosures