



IEP FACILITATION

IEP facilitation is an optional dispute resolution process where an impartial facilitator assists the IEP team with communication and problem solving. OPI provides trained neutral facilitators for IEP meetings. The cost of the facilitator is covered by OPI. Using facilitation as an early dispute resolution option keeps control of the decisions in the hands of the parties who know the student the best.

Facilitators help with the IEP process by keeping the meeting focused, helping ensure everyone's voice is heard and keeping the meeting moving forward. The facilitator is not part of the IEP team and will not give advice or make decisions. Facilitators are *not* investigating the school district and are not there to enforce special education law.

The school district is still responsible for determining that the IEP meeting is conducted in accordance with federal and state law and that all appropriate forms are completed.

The IEP Facilitation Process:

1. Both parties must give written consent to facilitate. To receive an IEP Facilitation Request Form please contact the Early Assistance Program at the Office of Public Instruction. Parties will then be contacted by the Early Assistance Program to determine if the request will be granted.
2. There is not a set time frame for requests, but the sooner the better.
3. There is no cap on the number of facilitations that may be requested, but the OPI will determine if/when a facilitator will be sent on a case by case basis.
4. Parties will receive an introduction letter or email selecting a facilitator. Facilitators are selected on a rotational impartial basis.
5. The facilitator will contact the school district and parents to determine the date/time/location of the meeting if one has not already been set up. The Facilitator will be in contact with the parties to discuss the facilitation process.
6. Any emails, student education records, notes from the meeting etc. will be destroyed after the meeting.
7. The facilitator is not responsible for drafting the IEP, or any other forms. The school is still responsible for determining that the IEP meeting is conducted in accordance with federal and state law and that all appropriate forms are completed
8. If the school wants to keep flip chart notes taken during the IEP meeting- then parents should be allowed to take photos. Both parties are entitled to the same information.

9. Facilitators do NOT keep educational records.
10. IEP facilitators are not participants and will not sign the IEP as a participant.
11. The facilitator will send a closure letter to both parties after the IEP meeting.
12. If the parties would like to request facilitation for another IEP meeting, please contact the Early Assistance Program at the Office of Public Instruction.
13. Facilitators will fill out an OPI Facilitation Report Form in order to be reimbursed for their time and expenses. The Report does not detail agreements between parties. The form does keep track of whether the IEP meeting was a success, reached an impasse or was terminated. This data is used only by OPI to help track the usefulness of IEP facilitation.