



Susie Hedalen
State Superintendent
opi.mt.gov

IDEA Request for IEP Facilitation

Information about filing a request for a facilitated IEP meeting and the Individuals with Disabilities Education Act (IDEA) Special Education Part B Procedural Safeguards Notice are available on the OPI Special Education Dispute Resolution Website: <https://opi.mt.gov/Educators/School-Climate-Student-Wellness/Special-Education/IEP-Facilitation>.

Student Information

Name of Student: _____ Grade: _____ Date of Birth: _____

Address: _____

City/State/Zip: _____

Disability or SPED eligibility category: _____ Date of current IEP: _____

Parent/Guardian Information

Name of Parent/Guardian: _____

Address (if different from student): _____

City/State/Zip: _____

Phone: _____ E-mail address: _____

Relationship to Student: _____

Parent/Guardian Information

Name of Parent/Guardian: _____

Address (if different from student): _____

City/State/Zip: _____

Phone: _____ E-mail address: _____

Relationship to Student: _____

School Information

Name of School District: _____

Name of Representative: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-mail address: _____

IEP Meeting

Type of IEP Meeting ☐ Initial ☐ Annual IEP ☐ Re-Evaluation ☐ Other _____

Date of last IEP Meeting: _____

Is there a date scheduled for the next IEP meeting? ☐ Yes ☐ NO

If yes, when? _____

Has a notice been sent? ☐ Yes ☐ NO

Please describe why a facilitator is needed for this meeting and what issues need to be addressed.

Consent to Disclose Personally identifiable information

By signing below and agreeing to participate in a facilitated IEP meeting, the Parent(s) or Guardian(s) gives consent to the School District (and its employees and agents) and/or OPI (and its employees and agents) to share the Student's IEP and other relevant information, including educational records which may contain personally identifiable information with the facilitator.

The Role of the Facilitator

The facilitator's role is to assist the parties in working through the IEP process and helping the parties discuss and resolve issues pertaining to the IEP. We understand the facilitator is not a decision maker and will not give either party legal or financial advice. The use of the facilitator is voluntary and cannot be used to delay or deny the rights of either party to file a due process hearing. If further legal proceedings do occur, we agree not to call the facilitator to testify. Requesting facilitation at least two weeks prior to an IEP meeting is recommended. Both parties must agree to the IEP Team meeting facilitation.

By signing and submitting this form, we are requesting the OPI to appoint an IEP facilitator.

Parent Signature **Date**

Parent Signature **Date**

School Representative Signature **Date**

Return signed form to:

Electronically: Submit through the
State of Montana File Transfer Service
(<https://transfer.mt.gov>) to both
angie.griner@mt.gov **and** mgibbs@mt.gov.

***This form will NOT be accepted via email.**

OR

Mail:
Dispute Resolution Office
Office of Public Instruction
P.O. Box 202501
Helena, MT 59620-2501



The OPI makes reasonable accommodations for persons with disabilities. If you need an alternative accessible format of notices or final report or have questions about accessibility, please contact the Dispute Resolution Office at (406) 444-2046.