



# Request for IEP Team Meeting Facilitation

## Special Education

Facilitation is a voluntary process provided free of charge to the school district and the parent/guardian during which a State contracted facilitator attends an IEP team meeting or other special education meeting. The facilitator is not a member of the team and acts as a neutral third-party to provide balance, perspective, and an opportunity for individual team members to be heard and understood. The role of the facilitator is to help team members communicate effectively by focusing on key issues and moving toward a productive outcome. Facilitation supports early dispute resolution by providing assistance before the conflict develops into a formal dispute. A facilitator will not be responsible for creating or documenting agreements made by the team. Both the parent/guardian and school district must agree to participate in facilitation. Please see Chapter 13 of the Idaho Special Education Manual for additional information.

**I have read the above statement and understand the school district and the parent/guardian must agree to facilitation for this request to move forward. I acknowledge the facilitator is a neutral party and is NOT a member of the team, an advocate, or a decision-maker.**

Date:

Facilitation request is being initiated by (check all that apply):

Parent    Guardian    Adult Student    School District Representative

### STUDENT INFORMATION

Student Name:

Student's Grade:

Student's Age:

School Student Attends:

School District/Charter:

### PARENT/GUARDIAN INFORMATION

Parent/Guardian Name:

Address:

City:

State:

Zip Code:

Email:

Telephone:

## DISTRICT INFORMATION

Special Education Director Name:

Email:

Phone:

## IEP INFORMATION

Date of last IEP Team Meeting:

Topics of discussion for the facilitated IEP Team Meeting include:

Identification/Evaluation  
Related Services  
Assistive Technology  
Progress Reporting  
Transition  
Discipline/Behavior  
Other:

Accommodations/Modifications  
Placement  
Goals and Objectives  
Services  
Present levels of performance  
Implementation of IEP

Has the parent/guardian addressed these topics with the district Special Education Director?

Yes    No

## PROPOSED DATE AND TIME FOR A FACILITATED MEETING:

You may mail, fax or email the facilitation request form to the following:

**Dispute Resolution Coordinator**  
**Idaho Department of Education**  
**Post Office Box 83720**  
**Boise, Idaho 83720-0027**  
**Fax: (208) 334-2228**  
**Email: [disputeresolution@sde.idaho.gov](mailto:disputeresolution@sde.idaho.gov)**

*The Idaho State Department of Education takes precautions to maintain the confidentiality of personally identifiable information. However, email communications are not always secure and may be read by individuals who are not the intended recipients. By completing this form and emailing it to the Idaho State Department of Education you acknowledge that you understand the potential risks and are voluntarily communicating by email.*

**NOTE:** Please allow 5-7 days for our office to assign a facilitator.