



REQUEST FOR IEP FACILITATION

IEP Facilitation is an early intervention process available to parents and school districts or charter schools when there is conflict about a student's special education program. IEP Facilitators are knowledgeable about federal and State special education laws and best practices for facilitating problem solving and effective communication.

Either the parent(s) or the Local Education Agency (LEA, i.e. school district or charter school) may initiate a request for an IEP Facilitator by completing this form and submitting it to the Utah State Board of Education (USBE) by mail or fax. Requests can also be made via phone consultation with USBE. Both the parent(s) and the LEA must agree to the involvement of an IEP facilitator.

If the parties require accommodations to participate in this process, please contact the USBE ADA Coordinator at (801) 538-7534 or via email at holly.bell@schools.utah.gov

Facilitation does not change either party's right to access the formal State complaint, mediation, and due process systems as described in the Utah State Board of Education Special Education Rules.

IEP Facilitation

- Voluntary dispute resolution option
- Uses a neutral third party
- Permits a guided IEP meeting
- Assists IEP team members to communicate effectively
- Supports all team members
- Provides an opportunity to identify new option to address unresolved concerns

The IEP Facilitator

- Is neutral
- Is not a member of the IEP team
- Is knowledgeable and experienced in the IEP process
- Participates only when invited by both parties
- Ensures that the meeting is student focused
- Does not make decisions and does not tell the IEP team members how to solve issues
- Does not provide legal advice

Student/Parent Information

Person/Entity requesting an IEP Facilitator: <input type="checkbox"/> Parent(s) <input type="checkbox"/> District/Charter <input type="checkbox"/> Other: _ _____		
Student Name	Parent/Guardian(s) Name	
Parent/Guardian Address	Parent/Guardian Phone Number	
Parent/Guardian Email	Primary Home Language	
Name of District/Charter School	Name of School	Grade Level
Is the student receiving special education services? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Concerns exist in the following areas:

- Identification/Child Find
- Goals
- Behavior/Discipline
- Transition
- IEP Implementation
- Evaluation/Re-evaluation
- Services
- Modifications/Accommodations
- Least Restrictive Environment (LRE)/Placement
- Eligibility
- Progress Reports
- Related Service
- Other: _____

How have you previously tried to resolve your concern(s)?

How could having an IEP Facilitator at your next meeting be helpful?

The IEP Team should attempt to request an IEP facilitator with at least ten days' notice. However, an IEP meeting does not have to be scheduled prior to submitting this request. Has an IEP meeting been scheduled? Yes No

If yes, please indicate the proposed meeting date, time, and location:

Does this request involve issues that are time sensitive? Yes No

If yes, please provide more detail.

When complete, submit this form and any attachments to the Utah State Board of Education (USBE) via fax, US Mail, or in-person to:

State Director of Special Education
Utah State Board of Education
250 East 500 South
PO Box 144200
Salt Lake City, Utah 84114-4200
Fax: (801) 538-7991