



REQUEST FOR IEP FACILITATION

Individual Education Program (IEP) facilitation is an early intervention process available to parents or adult students and local education agencies (LEAs, e.g. school districts or charter schools) when there is conflict or disagreement 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 parents (or adult student) or the LEA 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 (or adult student) and the LEA must agree to the involvement of an IEP facilitator.

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

IEP Facilitation

- Is a voluntary dispute resolution option offered free of charge by USBE
- 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 options 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) or Adult Student <input type="checkbox"/> LEA:		
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:

- Goals
- Behavior/Discipline
- Transition
- IEP Implementation
- Evaluation/Re-evaluation
- Services
- Modifications/Accommodations
- Least Restrictive Environment (LRE)/Placement
- Vocational Needs
- 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.

Have you discussed your request with the other party (e.g. LEA or parent or adult student)?

Yes No

If USBE is able to assign a facilitator, how would you prefer the facilitator to attend?

In Person Virtually Either

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

If the parties have questions about this form and/or process, please contact USBE Dispute Resolution specialists Jessica Lamb at (385) 295-7873, email Jessica.Lamb@schools.utah.gov or Cindy Poulson at (801) 538-7872, email Cindy.Poulson@schools.utah.gov.

If the parties require accommodations under the Americans with Disabilities Act (ADA) to participate in this process, please contact the USBE ADA Coordinator at (801) 538-7534 or via email at holly.bell@schools.utah.gov. If the requestor(s) are unable to file in writing, they may contact the LEA or State Director of Special Education for assistance.