



Request for Facilitated IEP Team Meeting

FIEP Team Meeting Coordinator
Special Education Services
P.O. Box 302101
Montgomery, AL 36130-2101
Phone: (334) 694-4782 VP: (334) 394-3744
Email: brush-harrison@alsde.edu

Who initiated this request? Parent/Guardian or Adult Student School Both

Student Information

Name: _____
Address: _____
Date of Birth: _____ Grade Level: _____ Telephone: _____

Parent/Guardian Information

Name(s): _____
Address: _____
Telephone: Home _____ Work _____ Cell _____
E-mail Address: _____

School Representative

Name: _____
Position/Title: _____
Telephone: _____ E-mail Address: _____

Meeting Information

Meeting Location Address: _____
Date: _____ Time: _____

Type of Meeting Initial Reevaluation Annual IEP Review Other

Please describe the areas of concern regarding the IEP: _____

We understand and agree to the following:

- The facilitated IEP Team meeting process is voluntary and cannot be used to delay or deny due process rights.
- The goal is to write an IEP that focuses on the student's needs.
- The minimally required IEP Team members must be present for the meeting to take place.
- The facilitator is not a member of the IEP Team.
- Signing this request gives the IEP Team meeting facilitator access to the student's education records.
- Neither party shall call the facilitator to testify in any subsequent proceedings.

Signature of Parent/Adult Student/Guardian

Date

and/or

Signature of School District Representative

Date

Instructions

1. A parent/adult student/guardian or LEA representative may request a facilitated IEP meeting by completing this form and sending it (by mail, fax or email) to the ALSDE/SES Dispute Resolution listed above. Fill out the information that pertains to you and sign the form. Both parties *may* choose to complete the same form, or each party can complete a separate form.
2. Since IEP facilitation is voluntary, ALSDE/FIEP coordinator will contact both parties to confirm that everyone is willing to work with a facilitator to develop the student's IEP. The coordinator will then appoint a facilitator for the meeting from a list of trained professionals.
3. Once a facilitator is appointed, the LEA will schedule the IEP Team meeting and send notice of the meeting and a copy of the current IEP to the facilitator and the parent/adult student/guardian. The notice will include the date, time, place and address of the meeting.
4. Parties should try to request facilitation at least two weeks prior to an IEP meeting. The FIEP coordinator will keep the parties notified about the progress of the request. Both parties must agree to the IEP Team meeting facilitation in order for the process to take place.
5. For questions or additional information, contact the ALSDE/SES Dispute Resolution team at (334) 694-4782