

Alabama State Department of Education

Special Education Services FACILITATED IEP REQUEST



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.
- IEP Facilitation is an alternative dispute resolution option not required by the Alabama State Department of Education.
- The goal is to write an IEP that focuses on the student's needs.
- The 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 educational records.
- I understand neither party shall call the facilitator to testify in any subsequent proceedings.

(Please complete as much information below as possible)

Date: _____

Person Requesting Facilitated IEP Team Meeting:

- Parent/Guardian and/or Student (age 19 or older)
 School District
 Both

Student Information:	Parent/Guardian Information:
Name	Name(s)
Email Address	Street Address
Date of Birth	City, State, & Zip Code
Name of the School	Email Address
Grade Level	Phone Number
Disability Category	
Other Concerns and/or Conditions	

School/Local Education Agency (LEA)/Public Agency Representative:

Name	Phone Number
Position/Title	Email Address

Type of Meeting:

- IEP Meeting
 Initial Eligibility
 Reevaluation

 Other _____

Please describe the area(s) of concern for the proposed meeting:

Attach additional pages if necessary.

Meeting Information:

Meeting Location Address: _____

Date: _____ Time: _____

Additional Directions:

Signature of Parent or Guardian and/or Student (age 19 or older) _____
Date

and/or

Signature of LEA/Public Agency Representative _____
Date

Send to:
brush-harrison@alsde.edu
or
SES FIEP
Special Education Services
Alabama State Department
of Education
P.O. Box 30201
Montgomery, AL 36130

334-694-4782