

Request for Special Education Team Meeting Facilitator

Please fill out completely and return at least 10 days prior to the requested date of the Team meeting:

Attention: Amy Jenks, NH Bureau of Special Education, 101 Pleasant Street, Concord, NH 03301 By mail, fax (603) 271-1099 or email Amy.Jenks@doe.nh.gov. The school district or parent(s) can request a facilitator but both parties must agree to have a facilitator attend the meeting.

Date of Request	
Name of Requestor	
Title of Requestor	
Requestor's phone #	
District	
SAU#	
Director of Special Education	Name:
Name & Contact Information	Email Address:
	Phone Number:
Name of Student	
Parent(s)	Name(s):
Name(s) & Contact Information	Email Address:
	Phone Number:
Topic(s) for IEP Team Meeting	
Requested date of Meeting	Day of Week:
(day of week and start & end time)	Date:
	Meeting Start Time: End Time:
Location of IEP Team Meeting	Building:
(building, room, and town)	Room:
	Town:
Necessary meeting room	Who's Invited to IEP Team Meeting: Name, Title, member role,
elements:	Employer if not LEA /SAU
[] Circular seating	1.
[] Room for everyone at table	2.
[] Windows	3.
[] Good lighting	4.
[] Good ventilation	5.
[] Big clock visible to all	6.
	7.
	8.
	9.
	10.
	11.
	12.
Driving Directions	
Special instructions/comments	