

NOTE: Due to the change in our tracking system, it is imperative that we know the date(s) that the facilitation/mediation takes place. Please contact Cassandra as soon as you have this information, and let her know of any additional meetings that fall under this case number. Thanks, Melanie

<Facilitator>

Thank you for agreeing to facilitate case <insert case #> for us. The facilitation log is attached. I have contacted both parties to inform them that you will be facilitating this IEP meeting and they are expecting your introductory call. I have also attached your evaluation/summary form.

We are in the process of updating Chapter 13 of the SPED Manual and want to share our expectations for facilitators to follow. Once you have contacted the parties to determine the agenda and have identified a date for the facilitation, please contact our office so we can put it on our calendars. The role of the facilitator is to lead the IEP meeting by helping parties work productively through the agenda and ensure that individual IEP Team members are able to participate in a productive and balanced meeting.

Facilitators are not to make decisions for the IEP Team, provide legal advice, record minutes, or write IEP agreements for the team. Facilitators provide clarification and share information as appropriate, and help parties problem-solve areas of concern.

Once the facilitation has occurred, you will need to contact our office so we can close the file. Per your contract please provide us with a completed copy of the attached form. This summary is for our office only and will not be shared with parents or districts. Upon receipt of this summary, invoice, and any reimbursable expenses, payment will be processed.

If you have any questions, please feel free to contact our office. Thanks.