



IEP FACILITATION REQUEST FORM
Must be completed and signed by Parent(s) and LEA (*Local Education Agency*)

Our last IEP team meeting was on (date) _____

An IEP meeting is currently scheduled for _____
(DATE) (TIME)

Concerns about the IEP (to be completed by the parent(s)):

Concerns about the IEP (to be completed by the district):

By requesting IEP Facilitation and signing this request form, I agree and understand that the IEP Facilitator will not be called as a witness in future legal proceedings.

Please Print

LEA Name

Student's Name

IEP Chairperson

Student's Date of Birth Exceptionality

Address

Parent/Guardian Name(s)

City State Zip

Address

Phone () _____

City State Zip

Fax # () _____

Phone: Home () _____

Work () _____

Date _____

Date _____

LEA Administrator's Signature

Parent/Guardian's Signature

(Continued on next page)

IEP FACILITATION REQUEST FORM (continued)

The IEP Facilitation will be held at the following address:

Site Location: _____

Address: _____

City: _____ State: _____ Zip: _____

IEP Chairperson: (This person will attend the IEP Meeting) _____

Phone: _____

**Please note that what takes place at this meeting (session) may not be confidential *unless* both parties agree in writing that it is, and you should contact a lawyer to ensure that under your particular circumstances such is enforceable as well as properly written to achieve the desired result, since ODR can not and does not provide legal advice of any nature.

Instructions

1. Fill out the information that pertains to you and sign the form.
2. Send this form to the other party to be completed and signed. When everyone has completed and signed the form, it can be submitted to ODR by fax or mail.
3. If parents and the school district fill out this form at the same time, the school district will forward the form to ODR.
4. Once IEP Facilitation is requested and mutually agreed upon, ODR will assign a trained Facilitator.
5. The school district remains responsible to give to the parents the proper invitation to the IEP meeting, including the purpose, time, location, and list of who has been invited.
6. **Unless pre-approved by ODR, a facilitator will be present for no more than one facilitated IEP meeting per school year for the student.**
7. For additional information, contact ODR at (800) 222-3353; fax at (717) 657-5983; or mail inquiries to:

**Office for Dispute Resolution
6340 Flank Drive
Harrisburg, PA 17112-2764**

(updated 12/2011)