



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright future for every child

Facilitation of Special Education Individualized Education Program Meetings (IEP)

Facilitation of Special Education IEP Meetings is a free service provided by the Bureau of Special Projects, Office of Special Education upon request by a district or parent. Both parties must agree and provide written consent to have the facilitator attend the meeting. A trained facilitator is sent by the Bureau to attend and facilitate a regular IEP meeting scheduled and arranged by the district. A facilitator will go to the building where the district has scheduled the meeting to be held. The facilitator has no personal interest in the content or the outcome of the meeting; he/she is there to facilitate the meeting and keep it moving forward.

The program is to assist school districts and parents to have discussions and make decisions during an IEP meeting when school people and parents are immovable or unproductive. Facilitators are available for any topic of an IEP meeting, such as referral, evaluation planning, determination of eligibility, development or revision of the IEP, including transition planning and ESY services, selection of placement, etc.

Facilitation of IEP Meetings is available any time of the year (including summer). The Bureau of Special Projects, Office of Special Education requires that the district or parent request a facilitator at least 10 days before the scheduled date of the IEP meeting to give the office time to locate an available facilitator.

The local Director of Special Education and/or the parent contacts the Bureau of Special Projects, Office of Special Education, at the Mississippi Department of Education to request a facilitator at least 10 days before the scheduled date of the IEP meeting. The Bureau needs specific information about the scheduled meeting including the usual “parent notice information” such as date, time, place, topic, participants, etc., and some additional information.

All Facilitators are volunteers who receive training through the Office of Special Education.