



**BEST PRACTICE CHECKLIST for the
IEP/IFSP FACILITATION PROCESS**

Note: Two parties attend an IEP/IFSP, School + Family = IEP/IFSP Team.

PRE-IEP/IFSP: FACILITATOR PREPARATION TASKS	
Gain agreement that the facilitation process is needed, you are the agreed-upon facilitator, and a developed IEP/IFSP is the desired resolution. (External facilitator secure contract, release form and signed agreement form.)	
Determine your point of contact for the family and for the district.	
Explain the F-IEP/IFSP process and your role.	
Obtain a copy of any settlement agreement entered into prior to the IEP/IFSP meeting to become aware of issues that will need to be addressed.	
Inquire whether any new student evaluations will be presented.	
Gather the issues/concerns and develop lists: the family and the district.	
Encourage proposed solution options from the family and the district.	
Obtain permission to exchange the identified issues/concerns list and any proposals/requests between the family and the district.	
Gather from and exchange between the points of contact any responses/feedback to their respective issues/concerns & proposals/requests.	
Gather from and exchange feedback between the points of contact to ascertain which issues/concerns and proposals/requests are IEP/IFSP issues and which are non-IEP/IFSP issues. Assist the parties to determine options to address the non-IEP/IFSP issues outside of the IEP/IFSP meeting.	
Assist parties to understand the counter proposal/request process if an original proposal/request is not found to be suitable.	
Assist parties to understand the benefit to exchanging requests by either point of contact for pertinent information and/or drafts that may be needed, either prior to the meeting or at the meeting, to ensure a productive and time efficient IEP/IFSP meeting.	
Assist parties to create the list of IEP/IFSP participants and gain agreement on those participants, with the exception of required persons.	
Obtain and share the identity and role of the IEP/IFSP meeting chairperson and scribe(s).	
Gain agreement on the date, location, lunch arrangements, time commitment and any needed computer and projection equipment for the IEP/IFSP meeting.	
Inquire about the current policy, state or local, for the use of any type of electronic recording devices during a facilitated IEP/IFSP meeting. (External facilitator secure signed agreement form to allow electronic recording.)	
Confirm distribution of the IEP/IFSP meeting notice/invitation.	
Other:	

PRE-IEP/IFSP: PARTICIPANT PREPARATION TASKS	
Prepare a written list of concerns/issues you need to discuss at the IEP/IFSP with any questions you would also like to ask.	
Prepare a list of solution options related to each of your concerns/issues.	
Anticipate questions from the other party and write down your responses with proposed solution options.	
Organize by date any documents you plan to bring to or refer to during the IEP/IFSP meeting.	
If specific issues need to be noted, so as not to forget to address each one during the meeting, create an agenda that reflects coordination of each issue at the appropriate IEP/IFSP component or develop a separate distribution.	
<p>Verify and understand the benefit to exchanging copies of any related documents or proposed drafts that will be referred to or shared during the IEP/IFSP to allow for adequate review by all parties in preparation of a full discussion of each item with a decision made at the meeting.</p> <p>Note: Any IEP draft must be shared prior to the IEP. Refer to Vol. 71 Fed. Reg. 46,678 (2006) under 34 CFR § 300.322 Parent Participation.</p>	
If additional information is needed, resources are available by making contact with and/or attending a workshop or training sponsored by an established agency for assistance: Parent Resource Center, Local Education Agency or State Education Agency.	
Other	