

ARIZONA STATE-COORDINATED IEP FACILITATOR REQUEST FORM

Instructions:

1. A State-coordinated IEP facilitator may be requested by *either* the parents of a child with a disability, or the public education agency (PEA). To initiate the process, the requesting party must return this completed form to the Alternative Dispute Resolution (ADR) Specialist at the Arizona Department of Education/Dispute Resolution (ADE/DR) contact information below.
2. The ADR Specialist will then contact the other party to determine if that party is willing to work with a State-coordinated facilitator to facilitate an IEP meeting. State coordinated IEP meeting facilitation is a *voluntary* early resolution option available to IEP teams experiencing conflict or communication difficulties, therefore both parties must agree to participate.
3. If both parties agree to participate, the ADR Specialist will assign a facilitator, who will assist in scheduling an IEP meeting at a mutually agreeable time and place for both parties. The PEA will provide meeting notices to all parties.

For additional information regarding State-coordinated Facilitated IEP:

FIEP Contact
Alternative Dispute Resolution
602-542-7579 or FIEPInBox@azed.gov

Arizona Department of Education Dispute Resolution
1535 W. Jefferson St. Bin #62
Phoenix, AZ 85007
Fax: 602-364-0641

Date of Request: _____

Requestor: ☐ Parent ☐ PEA School/District/Charter Name: _____

The last IEP team meeting was held on (date): _____

Type of IEP: ☐ Initial ☐ Annual ☐ Other:

What is the annual review deadline? _____

Briefly describe why a facilitator is needed at this meeting:

- What do you hope a facilitator will bring to the meeting?

- How might a facilitator change the team dynamic?

What methods have been applied to help resolve your concerns?

- 1.
- 2.
- 3.

Reference Number _____



We are requesting assistance in facilitating an IEP meeting and understand and agree to the following:

- ADE/DR will provide a neutral State-coordinated facilitator at no cost to the participants.
- The goal of the State-coordinated facilitated IEP program is to develop an IEP that provides a free appropriate public education (FAPE) to the student.
- Using a State-coordinated facilitator is voluntary and cannot be used to delay or deny the parent's rights to request mediation or file a due process complaint to request a hearing.
- The facilitation will only take place if the required team members are present or excused appropriately.
- The State-coordinated facilitator is not a member of the IEP team, cannot provide legal advice to any participant, and does not represent the parent, student, school, district/charter school, or ADE/DR.
- The public education agency (PEA) remains responsible for the education of the student and thus must make decisions when consensus is not possible. The PEA will provide prior written notice documenting its proposals and refusals to initiate or change the student's identification, evaluation, placement, or FAPE.

Please complete the following:

| |
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| Student's Name: |
| Parent/Guardian Name(s) * : |
| Address: |
| City, State, Zip: |
| Phone Number: |
| Email Address: |
| School District/Charter Name: |
| School Administrator's Name and Title: |
| Address: |
| City, State, Zip: |
| Phone Number: |
| Email Address: |

***Include all parents/guardians with educational rights that are likely to attend the IEP meeting.**

Date: _____

Requestor Signature: _____

If you are a parent requesting a facilitator, please also complete this section:

Authorization to Release Educational Data (for parents)

By agreeing to participate in a facilitated IEP meeting, we are authorizing (school district/charter school) and its employees, agents, and contractors to disclose information to the State-coordinated facilitator regarding our child's identity, needs, and issues surrounding disagreements about educational programming. I understand that this information will be kept confidential.

Date: _____

Signature-Parent/guardian: _____

Reference Number _____

