



Request for Facilitated Individualized Education Program (IEP)* Meeting

Alternative Dispute Resolution (ADR) Services' Vision of Success

- The ADR professionals lead a culturally sensitive, fair, and just process. They encourage parents and educators to...
 - Focus on students.
 - Work toward solutions.
 - Be partners.
 - Communicate.
 - Trust and respect each other.
 - Create an IEP that works for the student.
 - Recognize, respect, and honor differences.
 - Keep the discussion going after the ADR process ends.
- Parents and educators feel at peace and are satisfied with their ADR process.
- If students attend, they are comfortable talking about what they need.

Our last IEP team meeting was on (date) _____ . We have concerns about the following areas of the IEP:

- ___ identification, evaluation
- ___ present levels of education performance
- ___ goals and objectives
- ___ services
- ___ related services
- ___ assistive technology
- ___ accommodations/modifications
- ___ placement
- ___ discipline/behavior
- ___ transition
- ___ implementation of IEP
- ___ progress reporting

Has the district proposed an IEP? ___ Yes ___ No (If yes, you may want to consider mediation.)

Date of last conciliation meeting, if any have been held. _____

Is communication between the parent and educators difficult? ___ Yes ___ No

If yes, please explain.

* All references to the Individualized Education Program (IEP) in this document also include the Individual Interagency Intervention Plan (IIIP) and the Individual Family Service Plan (IFSP).

- We request assistance in facilitating an IEP meeting.
- We know that using a facilitator is **voluntary** and **cannot be used to delay or deny the parent's right to a due process hearing**.
- Our goal is to write an acceptable IEP that focuses on the needs of the child.
- We understand that the facilitation will occur only if the required team members are present or excused appropriately.
- We agree not to call the facilitator to testify in any subsequent proceedings.
- The Minnesota Department of Education provides a facilitator, at no cost to the participants, to assist schools and parents in reaching consensus on an IEP.

District Information

School District Name _____ ISD No. _____

Administrator Name _____ Title _____

_____ I understand the conditions of the facilitated IEP meeting and have the authority to make this request. I agree that the district will participate in the meeting.

_____ I agree to submit the Notice of Team Meeting to ADR Services as soon as the district has scheduled the IEP Meeting.

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email Address _____

Student Information

Student Name _____ Date of Birth _____

Grade _____ Disability _____

Parent/Guardian Name(s) _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email Address _____ Best daytime contact: home _____ work _____ cell _____

_____ I understand the conditions of the facilitated IEP meeting and have the authority to make this request. I agree to participate in the meeting.

_____ I authorize School District # _____ and its employees, agents and contractors to share information with ADR Services about our child's identity, needs, and issues surrounding disagreements about educational programming (required to begin ADR services).

Advocate Information

Have you been in contact with an advocate? Yes No

Advocate Name and Agency _____

Telephone Number _____ Email _____

ADR Services and the advocate **may** share information.

ADR Services and the advocate **may not** share information.

Request for Facilitated IEP Meeting Instructions

1. Fill out the information that pertains to you.
 - a. Save the form on your computer and e-mail it as an attachment to the other party (parent or district) to complete and email to ADR Services; or
 - b. Email the form directly to ADR Services by selecting "**Email Form**" button in the top, right corner of the first page of this form. The ADR Coordinator will then contact the other party to see if they are willing to work with a facilitator to develop an acceptable IEP. **Please Note: If you are using a browser other than Internet Explorer, you may need to save the form to your dekstop and attach it to an email addressed to mde.adrservices@state.mn.us.**
2. If parties fill out this form together, the school district will forward the completed form to ADR Services.
3. Upon receipt of the completed form, the district will schedule an IEP meeting and forward the Notice of Team Meeting to ADR Services. The notice will include the date, time, place and address of the meeting. Upon receipt of this information, the ADR coordinator will need seven days to assign a facilitator and send confirmation materials.
4. For additional information, contact Patricia McGinnis, ADR Coordinator, at 651-582-8222 or toll free at 866-466-7367; patricia.mcginnis@state.mn.us, Fax: 651-582-8498. For TTY communication, contact the Minnesota Relay Service: 800-627-3529.

Alternative Dispute Resolution Services
Minnesota Department of Education
1500 Highway 36 West
Roseville, Minnesota 55113