

How to Make Your Facilitated IEP Meeting Successful

Preparation

There are some things you can do before your facilitated IEP Meeting to make sure it is a positive experience and time well spent. Take a few moments to review this information and call us at 1-800-692-2540 if you have any questions or concerns. We will be happy to talk with you.

The following are steps to take before the meeting.

Share all relevant information prior to the meeting. This means:

- Distribute to all parties any draft IEP at least 48 hours prior to the meeting.
- Distribute any evaluation notes, reports or data needing to be reviewed at least 48 hours prior to the meeting.

Please be sure that before you finalize your IEP meeting date, all school district IEP team members will be attending the meeting. If they are not attending the meeting, follow appropriate procedures for excusing team members.

IEP teams should be aware of and ready to address the following to ensure that time is well spent in the facilitated IEP meeting.

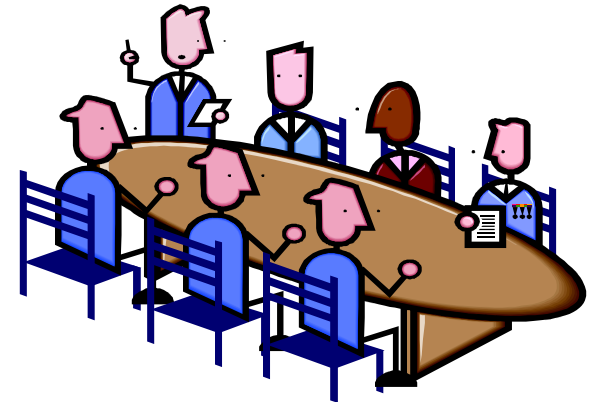
- Is there a need for a note taker during the meeting and who will fulfill that role?
- Will the notes be distributed to the team and how will that occur?
- Who on the team will be responsible for entering the agreed upon items and data into the IEP document?
- What are the technology needs for the meeting?

Time Spent in a Facilitated IEP Meeting

You should plan to spend a half day (3-4 hours) in your Facilitated IEP Meeting.

Please come to the meeting ready to work cooperatively. This means that you will:

- Show a willingness to listen to the information shared by others.
- Keep an open mind. There are usually *many* solutions to a problem. Give yourself permission to be creative and thoroughly explore options.
- Be ready as a team to review or discuss any ground rules or requests for meeting behavior.



What are the Qualifications of the IEP Meeting Facilitator?

IEP team meeting facilitators have:

- experience and training in collaborative problem solving, communication and conflict resolution; and
- training in state and federal laws and regulations related to the IDEA.

What is IEP Meeting Facilitation?

IEP Meeting Facilitation is available to assist teams in the effective development of an Individualized Education Plan. Sound Options Group is available to provide IEP Meeting Facilitation upon receiving a request from a parent or district representative.

The Facilitator's role is:

- To ensure that during an IEP meeting, the IEP team addresses all matters on their meeting agenda.
- To facilitate the meeting process so that all team members participate and are given the opportunity to provide input.
- To assist the IEP team to collaboratively reach decisions about the student's program.

The role of an IEP Meeting Facilitator is different from that of a mediator. The facilitator is not a member of the IEP team. Both the parents and the district must agree to the use of an IEP Meeting Facilitator.

If you have further questions about IEP Meeting Facilitation or about what to expect during the meeting we will be happy to talk with you. Please call us at the number on the front of this brochure.

Thank you for choosing Sound Options Group, L.L.C.

Sound Options Group, L.L.C., is an affiliation of professionals dedicated to the effective and durable resolution of conflict through mediation, facilitation and skill development training.

Preparing For IEP Meeting Facilitation

Parents and School Systems
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A Project funded by the Office of the
Superintendent of Public Instruction