

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 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 a student's program.

The role of an IEP meeting facilitator is different from that of a mediator and he or she is not a member of the IEP team. Both the parent(s) and the district must agree to the use of an IEP team meeting facilitator.

What are the qualifications of the IEP Meeting Facilitator?

Specifically trained facilitators have:

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

Who pays for IEP Meeting Facilitation?

IEP Meeting Facilitation is offered at no cost to parents and school districts. The State Office of the Superintendent of Public Instruction (OSPI) contracts with Sound Options Group, L.L.C. to provide this resource statewide.

How is IEP Meeting Facilitation initiated?

Both parents and school districts can suggest the use of a facilitator and initiate the process by:

- telephone (800) 692-2540
(206) 842-2298
(206) 780-5776 fax
Washington State Relay Service
(800) 833-6388 (TDD)
(800) 833-6384 (Voice)
- e-mail – mail@somtg.com

IEP Meeting Facilitation is voluntary and both the parent and school district representative must agree that a meeting facilitator would be beneficial. Once there is agreement for a facilitated IEP meeting, a case manager from Sound Options Group will communicate with both parents and school district representatives in preparation for setting up the meeting.

Scheduling a facilitated IEP meeting

The members of the IEP team should take the time to consider and be prepared to discuss the following:

- Date, time and location of the meeting. *It is necessary to reserve a half day for a facilitated IEP meeting.*
- Who will participate in the IEP meeting?
- What is the expected role of the facilitator for this meeting?
- Specific objectives for the meeting.

Please be sure that when 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 the appropriate procedures for excusing team members. OSPI is providing this service at no cost to parents and districts, and the facilitator is available at no cost for one IEP team meeting facilitation per student per year. If the team requires an additional facilitation to complete the process, OSPI and Sound Options Group will review the request for an additional facilitation on a case by case basis. Nothing prevents districts from paying for additional IEP meeting facilitations

Once a meeting date is determined, the school district will notify the IEP team and a facilitator will be assigned and confirmed by Sound Options Group.

How is IEP Meeting Facilitation beneficial?

- Promotes positive working relationships between parents and school personnel.
- Encourages mutual problem solving.
- Keeps the meeting focused on the needs of the student.
- Ensures that all members of the team are heard and able to contribute.

Preparation

Here are some things you can do before your facilitated IEP meeting to make sure it is a positive experience.

Please come to the IEP meeting ready to work cooperatively. This means:

- show a willingness to listen to the information shared by others.
- keep an open mind. Give yourself permission to be creative and thoroughly explore options.
- distribute relevant documents to all members of the team prior to the meeting.

Call us at 1-800-692-2540 if you have any questions or concerns. We are happy to talk with you

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

IEP MEETING FACILITATION



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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.