



## **Facilitated Individualized Education Program (FIEP) Team Meeting Program**

### **Application for Participation**

#### **Purpose:**

The purpose of the FIEP Team meeting program is to provide a collaborative dispute prevention and resolution process used when members of an IEP Team agree that the presence of a third party would help facilitate communication and problem solving. IEP facilitation can help IEP Teams overcome any pressure or anxiety associated with complex or controversial meetings and assist IEP Teams who have had a history of difficult interactions. A FIEP Team meeting is the same as any other IEP Team meeting, except that a facilitator joins the meeting.

#### **Role of the facilitators:**

- Helps IEP Team members develop group norms, an agenda, and desired outcomes for the meeting
- Guides discussions by asking student-focused questions
- Keeps the IEP Team on task and the meeting on schedule
- Asks questions to clarify points of agreement and disagreement and assists parties in identifying workable solutions
- Does NOT make decisions and is NOT a member of the IEP Team
- Does NOT address issues unrelated to the IEP and does NOT draft the IEP

#### **Information about the facilitators:**

- The facilitators are independent contractors with the GaDOE who have backgrounds that include parents of students with disabilities, attorneys, mediators, former special education teachers and administrators, and college professors.
- The facilitators have knowledge of the Individuals with Disabilities Education (IDEA) and of the IEP process.
- The facilitators are trained in IEP facilitation and receive continuous training on effective meeting facilitation and interest-based problem solving.
- The facilitators have experience working with diverse cultures.
- The facilitators will abide by all applicable state and federal laws, rules, and regulations respecting confidentiality of records, including, but not limited to, student records, O.C.G.A. § 20-2-660 *et seq.*, and the Family Educational Rights and Privacy Act (FERPA).

#### **Division for Special Education Services and Supports will provide:**

- GaDOE-contracted IEP Team meeting facilitators, as available, to facilitate IEP Team meetings at no cost to the school district or parents.

- In an electronic format, information regarding the FIEP Team meeting process, including promotional flyers, FIEP Team meeting request form, parent guide, and informational webinars.
- Technical assistance and professional development regarding IEP Facilitation to school districts, as appropriate.

**School Districts will commit to:**

- Permitting GaDOE-contracted IEP Team meeting facilitators to facilitate IEP Team meetings in its schools when the school district and parent agree to use the GaDOE's FIEP Team meeting process as set forth in the GaDOE Facilitated IEP Team Meeting Procedures manual.
- Posting the FIEP Team meeting request form, parent guide, promotional flyers, and informational webinar in a conspicuous place on the district's website and distribute such information to its staff and parents, as appropriate.
- Submitting a completed FIEP Team meeting request form and a fully-executed notice of meeting to the GaDOE when the school district and parent agree to use the GaDOE's FIEP Team meeting process as set forth in the GaDOE Facilitated IEP Team Meeting Procedures manual.

This Application for Participation must be signed by school districts electing to continue their participation in the FIEP Team meeting program and those that are newly applying. By signing below, it is acknowledging that the school district agrees to the above criteria. Participation in the FIEP Team meeting program will begin in the fall of the 2018-2019 school year and continue until either the school district withdraws, or the program no longer exists.

---

Superintendent's Signature

---

Date

---

Special Education Director's Signature

---

Date

**To participate in the FIEP Team meeting program, this form must be received by the GaDOE by May 1, 2018, with the proper signatures:**

1. Download this document and the GaDOE Facilitated IEP Team Meeting Procedures manual.
2. Obtain signatures from Superintendent and Special Education Director.
3. Upload signed application document using the link posted on the GaDOE Special Education Services and Supports webpage by May 1, 2018.

Questions: Contact Paula Gibson, Program Specialist, Family Engagement and Dispute Resolution Unit, Division for Special Education Services and Supports at [pgibson@doe.k12.ga.us](mailto:pgibson@doe.k12.ga.us).