



## IEP Facilitators

The IEP facilitator keeps the focus of the meeting on a productive student-centered IEP process conducted in a respectful and collaborative manner, as well as on developing an effective and appropriate IEP in a timely manner.

### Does the facilitator make the decisions about the outcome?

No. The facilitator is not an IEP team member and his or her only focus is on the needs of the student, the IEP process and developing a mutually agreed upon IEP.

### Who are the facilitators?

The state-sponsored facilitator is a person specifically trained to promote effective listening and discussion between all IEP participants. The facilitator focuses on collaborative efforts, is not an employee of the district, and has no role in advocating for any of the involved parties.

## Requesting a facilitated IEP meeting

State-sponsored IEP facilitation is a voluntary service offered at no cost to districts and parents of students with disabilities. A parent or school district representative may make the request for the state-sponsored facilitator. Both the parent and school district will need to agree prior to a facilitator being assigned.

### How soon can a facilitated IEP meeting be scheduled?

The school schedules the IEP meeting and sends out the notice to the parent. If the district and/or parent is interested in IEP facilitation, the request for an FIEP meeting should be made as soon as possible to allow enough time for CDE to reach both parties, and assign a facilitator if one is available in the appropriate time frame. The FIEP meetings should be conducted in a timely manner.



**COLORADO**  
Department of Education

For more information or to download a Facilitated IEP Request Form, please visit the CDE website or contact the Early Dispute Resolution Specialist directly at the number listed below.

Colorado Dept. of Education  
Exceptional Student Services Unit  
1560 Broadway, Ste. 1100  
Denver, CO 80202

Phone: 303-866-6649  
[www.cde.state.co.us/spedlaw/edr](http://www.cde.state.co.us/spedlaw/edr)

# Facilitated IEP Meetings



Promoting productive student-centered IEP meetings conducted in a respectful and collaborative manner



**Colorado Department of Education  
Exceptional Student Services Unit**

## Facilitated IEP Meetings

### What is IEP facilitation?

IEP facilitation is an option for using a neutral third party to promote effective communication and assist the IEP team in developing an IEP based on the student's needs. State-sponsored IEP facilitation is a voluntary process; both the parent and the district need to agree to facilitation.

### What is the cost?

State-sponsored facilitation is a **free** service provided by the Colorado Department of Education Exceptional Student Services Unit (ESSU). However, the ESSU will not pay for any attorney or advocate fees or any other costs to the parties associated with the facilitated IEP meeting (e.g. mileage, meals, wage loss, etc.).

### How long does a facilitated IEP meeting take?



A facilitated IEP meeting should typically not take longer than other IEP meetings, depending on the needs presented.



### Facilitated IEP meetings

All team members participating in the facilitated IEP meeting can expect that:

- All parties have agreed to be receptive and respectful of the facilitated meeting process;
- Norms that provide structure and focus for the meeting will be established;
- The meeting will be collaborative and solution-focused with all presented ideas carefully considered;
- The facilitator treats all parties fairly and with respect, and helps the parties do the same;
- There is a focus on listening for the purpose of understanding by all parties; and
- The primary goal is to develop a mutually agreeable IEP that meets the student's needs.

### Who attends a facilitated IEP meeting?

- All required IEP team members must be present to complete the IEP process, including the parent, and when appropriate, the student; and
- It may also include other relevant parties who have knowledge of the student.

### Rights and Responsibilities

IEP facilitation does not relieve the district of the responsibility to meet regulatory obligations, including timelines.

If an agreement is reached on the IEP, the school district is required to complete the IEP document and provide a copy to the parent or adult student, as well as send notice regarding the components of the IEP.

The only record kept of the facilitated IEP session includes the date, time and location of the session, surveys, and the result. Neither the ESSU nor the facilitator will keep the IEP document.

### Is a facilitated IEP confidential?

The IEP parameters of confidentiality apply to all IEP meetings, including facilitated IEP meetings.

### Enforcement

The IEP document is enforceable through the state complaint process or a due process hearing.

