

---

A facilitated team meeting is an IEP (Individualized Education Program), IFSP (Individual Family Service Plan), or IIP (Individual Interagency Intervention Plan) team meeting led by an impartial state-provided facilitator to promote effective communication and assist a team in developing an individual education plan. (Minnesota Statute 125A.091, Subd. 11)

What is the purpose of a facilitated IEP?

To facilitate can be defined as ‘to make easier’ or ‘to bring about.’ The focus of a facilitated IEP is to improve communication among IEP team members and to address areas of conflict. The student’s IEP team and a specially trained facilitator attend the meeting. The goal is to *develop an IEP that is agreed upon by all IEP team members.*

Who facilitates the meeting? What is the role of the facilitator?

A facilitator is provided by the Minnesota Special Education Mediation Service (MNSEMS). The facilitator:

- Assists IEP members to actively communicate and listen to one another
- Assists the team to work through conflict
- Provides structure to the meeting
- Helps resolve disagreements related to the IEP
- Remains impartial
- Does not make decisions

How do I request a facilitated IEP?

Complete a form entitled “Request for a Facilitated IEP/IIP/IFSP meeting” available through the Minnesota Department of Education’s website (link below) or by calling Arc Greater Twin Cities at 952-920-0855.

[http://education.state.mn.us/MDE/Accountability\\_Programs/Compliance\\_and\\_Assistance/Minnesota\\_Special\\_Education\\_Mediation\\_Services/index.html](http://education.state.mn.us/MDE/Accountability_Programs/Compliance_and_Assistance/Minnesota_Special_Education_Mediation_Services/index.html) After clicking on the link, go to Facilitated IEP-IFSP-IIP meetings.

The form lists information about the facilitated IEP process including:

- Using a facilitator is voluntary and cannot be used to delay or deny the parent’s right to a due process hearing.
- The goal is to write an acceptable IEP that focuses on the needs of the child.
- A facilitated IEP will only occur if the minimum required team members are present.
- The facilitator will not testify in any subsequent legal proceedings.
- The facilitator is provided by the Minnesota Department of Education (MDE) at no cost to assist parties to reach consensus.

Return the completed form to MDE or send it to your student’s school.

What happens after I request a facilitated IEP?

The school will schedule an IEP at a mutually agreed upon time and notify the Mediation Service coordinator who will then assign a facilitator. At the meeting, team members sign an agreement to participate which describes the responsibilities of participants.

**For further information or advocacy services, contact Arc Greater Twin Cities at 952-920-0855 or visit [www.arcgreatertwincities.org](http://www.arcgreatertwincities.org). Tell us what you think about this Arc Guide. Please complete a short survey online at <http://arcgreatertwincities.org/resources.aspx>. Thank you!**

## Arc Guide to a Facilitated IEP Meeting



### Length of facilitated IEP meetings

A facilitated IEP meeting will typically last longer than a regular IEP meeting. MDE suggests a maximum of 4 hours, but in Arc's experience, meetings often last 4 to 8 hours. Sometimes 2 or 3 meetings may be required.

Before the facilitated IEP meeting, prepare by reviewing the IEP, listing concerns and thinking about ways to address your issues. The Arc Guide to the IEP is a helpful tool.

<http://www.arcgreatertwincities.org/documents/IEPArcGuide2010.pdf>

For further information or advocacy services, contact Arc Greater Twin Cities at 952-920-0855 or visit [www.arcgreatertwincities.org](http://www.arcgreatertwincities.org). Tell us what you think about this Arc Guide. Please complete a short survey online at <http://arcgreatertwincities.org/resources.aspx>. Thank you!