



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Facilitated Individualized Education Program Request Form

For Parents, Educators and School Officials

- See last page for instructions -

Date: _____

Who is requesting a Facilitator? Parent/Adult Student/Guardian School District Both

Requestor Name (print): _____

Date and time of next IEP Team Meeting (if already scheduled): _____

Concerns relating to the IEP (to be completed by parent/guardian):

Please print

Local Education Agency (LEA) Name

Student's Name

Special Education Coordinator/LEA Representative

Student's Grade Level

School Address

Parent/Guardian Name(s)

City / State / Zip

Email

Phone

Phone: Home/Cell Work

Fax

Email

LEA Representative's Signature

Parent/Guardian's Signature

-Instructions-

1. Fill out the information that pertains to you and sign the form.
2. Send the form to the other party to be completed and signed.
3. Send the form to the other party to be completed and signed.
4. Once the form has been completed by both parties, a copy of the form must be supplied to:
 - A. The Office of Dispute Resolution (ODR), via: e-mail, eFax, US mail, or in person

Office of the State Superintendent of Education
Office of Dispute Resolution
1050 First Street NE, 3rd Floor
Washington, DC 20002
eFax: (202) 478-2956
e-mail: odr.intake@dc.gov

- B. **IF** the LEA is the District of Columbia Public Schools (DCPS): the Resolution Team, via: e-mail, US mail, or in person

ATTN: Resolution Team
1200 First Street NE, 9th Floor
Washington, DC 20002
e-mail: Nicholas.Weiler@k12.dc.gov AND Josh.Wayne@k12.dc.gov

- C. **IF** the LEA is a Public Charter School (PCS): the principal and the special education coordinator/LEA representative of the school, via: e-mail, fax, US mail, or in person, (this information can be found on the completed request form)
5. Upon receipt of the completed form, ODR will appoint a Facilitator for the IEP Meeting within two business days, and a document detailing the appointment, with contact information for the assigned Facilitator, will be sent to both parties.

***NOTE:** If it is not possible for ODR to appoint a Facilitator, both parties will be notified, and must proceed to the scheduled IEP Meeting as normal.
6. For additional information, please contact either ODR, or the Resolution Team using the information listed above.
7. Signing this form is considered consent to participate upon submission to the Office of Dispute Resolution.

-Please Remember-

A Facilitated Individualized Education Plan (FIEP) Meeting is... a meeting in which the parent, IEP team, and a neutral Facilitator discuss and develop a special education plan for a student. The student remains the focus of the discussion, and the student's education is decided by those who know the student best, rather than an Impartial Hearing Officer. The Office of Dispute Resolution provides a Facilitator to maintain open communication among all members and assist the members in resolving conflicts that may have come up in the past or arise during the meeting.

The appointed Facilitator will not construct, write, or approve the individualized education plan.

Either party, the student/their representative or the Local Education Agency, is free to request an FIEP Meeting.

Participation in the FIEP Meeting is completely voluntary and both parties must agree for a Facilitator to be appointed.