



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/IEP meeting:

### **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. 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: email, eFax, US mail, or in person

Office of the State Superintendent of Education  
Office of Dispute Resolution  
1050 First St. NE, Third Floor  
Washington, DC 20002  
eFax: (202) 478-2956  
email: [ODR.Intake@dc.gov](mailto:ODR.Intake@dc.gov)

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

ATTN: Resolution Team  
1200 First St. NE, Ninth Floor  
Washington, DC 20002  
email: [Nicholas.Weiler@k12.dc.gov](mailto:Nicholas.Weiler@k12.dc.gov) AND [Josh.Wayne@k12.dc.gov](mailto: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: email, 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 ODR.

### **-Please Remember-**

A Facilitated Individualized Education Program (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 educational needs are decided by those who know the student best, rather than an Impartial Hearing Officer. ODR 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 program.

Either party, the student/their representative or the LEA, 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.