

FACILITATED INDIVIDUALIZED EDUCATION PROGRAMS (IEPs)

What is a Facilitated IEP?

A voluntary process that may be requested when the Individualized Education Program (IEP) Team agrees that the presence of a neutral third party would assist in facilitating communication and problem-solving.

Who is a Facilitator?

A Facilitator is a person who is:

- Substantively neutral and impartial
- Well-versed regarding the IEP Process
- An advocate for a fair IEP process
- A person who models effective communication



A Facilitator is a person who is not:

- A decision maker
- A member of the IEP Team
- A source of advice or recommendations
- An employee of the Virginia Department of Education

What can you expect from a Facilitator?

- Assists the team in establishing an agenda and ground rules.
- Creates and maintains an environment that fosters collaboration.
- Ensures that meeting participants can speak and be heard.
- Helps the team members to see one another's perspectives more clearly.
- Seeks to improve clarity and understanding in communications.
- Helps the team remain on task and within the allotted amount of time.
- Encourages the team to identify new options to address unresolved problems.

When might you use a Facilitator?

- You conclude that discussions or interactions at IEP meetings are creating an unproductive climate.
- Meeting participants anticipate that they will be unable to reach an agreement on critical issues.
- Multiple IEP meetings have been convened and the team is not engaging in productive discussions.

How can a Facilitated IEP be requested?

The [request form](#) must be completed and signed by both the family and the school division. Submit the completed request to the VDOE in accordance with the instructions on the form.