

Facilitation Information Sheet

Facilitation takes place in a team meeting such as an individualized education program (IEP) team meeting, evaluation planning meeting or an evaluation team meeting. The facilitator is a neutral, third party who is not a member of the team and does not make any decisions for the team. Having a facilitator assists the team in being productive and keeping the focus on the student. Facilitators are professional mediators who have been trained by the Office for Exceptional Children in special education processes.

What are the benefits of facilitation?

The parents and the school:

- Keep the focus on the student;
- Are in control of the outcome;
- Move forward to write a document to which everyone can agree;
- Better understand the other's point of view;
- Can settle the issues more quickly; and
- Do not have to pay for it.

How do we ask for a facilitator?

The parents and the school:

- Agree to ask for a facilitator;
- Contact the Office for Exceptional Children. It does not matter who contacts the office;
- Can contact the office's Dispute Resolution section and ask for the mediation/facilitation coordinator at 877-644-6338;
- Receive an explanation of the process and have questions answered by the mediation/facilitation coordinator;
- Get a letter from the mediation/facilitation coordinator explaining how to select a facilitator and receive information about the facilitators who are available;
- Agree to a facilitator and let the Office for Exceptional Children know their selection. The office will assign the selected facilitator;

- Receive assistance from the facilitator in scheduling the meeting; and
- Contact the office for other options, if the schedule of the team meeting is already set.

What happens at the meeting?

The parents and the school:

- Begin the team meeting as they usually would. The facilitator will ask questions and help the team get back on track if the meeting is not focusing on the student or is not moving forward in a useful way;
- Can complete the individualized education program, planning form or evaluation team report at the meeting, schedule other meetings to complete the process or move on to some other process; and
- Are asked to evaluate the facilitation process and the facilitator to help the Office for Exceptional Children make the process better.

**Office for Exceptional Children
Mediation/Facilitation Coordinator**
877-644-6338
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