



Angélica Infante-Green
Commissioner

State of Rhode Island and Providence Plantations
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Facilitated IEP/504 Team Meeting Agreement to Participate

Full Name _____ Date _____

Facilitated IEP/504 Facilitation is a voluntary process, where all meeting participants agree to work together to ensure an effective, student-centered IEP/504 plan. The role of the Facilitator is to help all team members reach consensus on an agreeable IEP/504 plan.

By signing this agreement, I:

1. Understand that IEP/504 Facilitation is voluntary and agree to participate in a Facilitated IEP/504 Team meeting.
2. Understand that the Facilitator is an impartial third party and cannot act as an advocate, or legal advisor, and that any recommendations can only be made by the Special Education/504 Team.
3. Agree to provide consent to share student information with the Facilitator, such as the proposed IEP/504 plan and other relevant school documents.
4. Agree to ensure that the minimally required IEP/504 team members will be present for the Facilitated IEP/504 Team meeting to proceed.
5. Understand that the only record kept of the facilitated session includes the date, time and location of the session, completed agreement to participate, surveys, and notation of the meeting outcome(s). Neither RIDE nor the Facilitator will keep the IEP/504 document. The district must ensure that all required information is contained in the student's IEP/504 and that the parent receives a copy of the finalized IEP/504.
6. Understand that the school district remains responsible for providing special education and related services of the IEP or the 504 plan developed through this process.
7. Understand that the IEP/504 parameters of confidentiality apply to all IEP/504 meetings, including Facilitated IEP/504 Team meetings.
8. Agree that a Facilitator will not be called as a witness in any subsequent due process hearing related to this Facilitated IEP/504 Team meeting.
9. Understand that the use of IEP/504 Facilitation does not prevent a parent or district from resolving disagreement through additional meetings, mediation, formal complaint processes or a due process hearing.
10. Understand that Facilitated IEP/504 team meetings typically do not include attorneys, and if attorneys will be present, the meeting may not be facilitated by RIDE.

Signature

Role

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** www.ride.ri.gov

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