

## Rights and Responsibilities

- Facilitated IEP/504 team meetings do not relieve the district of the responsibility to meet regulatory obligations, including timelines.
- If an agreement is reached on the IEP/504 plan, the school district is required to complete the IEP/504 plan and provide a copy to the parent or adult student.
- The only record kept of the facilitated session includes the date, time and location of the session, surveys, the Agreement and the result. The facilitator will not keep the IEP or 504 document.
- The parameters of confidentiality apply to all IEP/504 meetings, including facilitated meetings.
- Participating in a Facilitated IEP/504 team meeting does not prevent a parent or district from exercising the right to resolve disagreements through additional meetings or formal dispute resolution processes. The formal options for dispute resolution may be initiated by contacting RIDE's Call Center at 401-222-8999 or [RIDECallCenter@ride.ri.gov](mailto:RIDECallCenter@ride.ri.gov)

## Are you ready for IEP/504 Facilitation?

- ✓ Has your IEP/504 team been meeting for a student's IEP/504 plan and is having trouble working together through some key issues after several sessions?
- ✓ Is the team still ready and willing to do hard work together, keep open minds, and listen to the other party?
- ✓ Are the parties still willing to attempt to work together with some guided support?

*If you answered "yes" to the above questions, then it may be a good time to seriously consider using an IEP/504 Facilitator!*

## How to Request a Facilitated IEP/504 Meeting:

1. Scan the QR Code to access the request form:



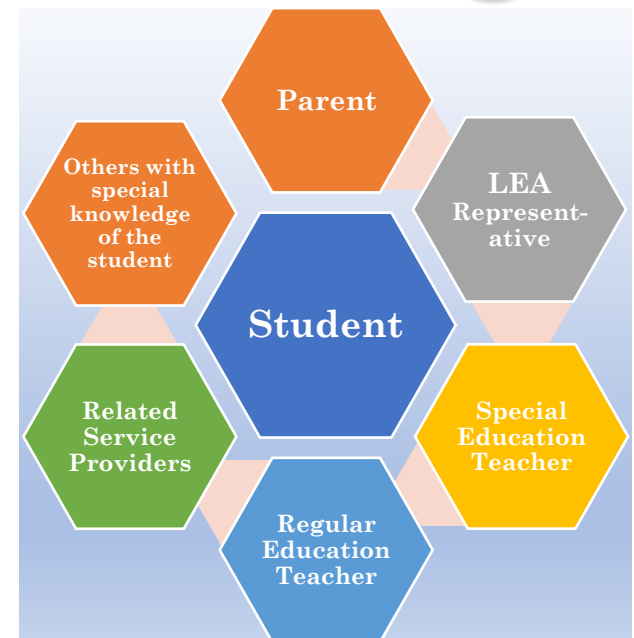
2. Contact the RIDE Call Center at 401-222-8999.
3. Click the electronic form link [Facilitated IEP/504 Request Form](#).
4. Complete the printable form on RIDE's website and fax or email to [Facilitation@ride.ri.gov](mailto:Facilitation@ride.ri.gov)

**Once the form is complete, a member of the Facilitated IEP/504 team will contact you.**



**RIDE** Rhode Island  
Department  
of Education

# Facilitated IEP/504 Team Meetings



# Facilitated IEP/504 Meetings

## What it is:

A **Facilitated IEP/504 meeting** is an option for using a neutral third party to promote effective communication and assist a student's IEP/504 team with coming to consensus on issues related to the student's IEP/504 plan. Facilitated IEP/504 meetings are a voluntary option; both the parent and the district need to agree to facilitation.

## What can I expect in a Facilitated IEP/504 meeting?

In a Facilitated IEP/504 meeting, you can expect:

- a meeting agenda will be developed and followed;
- guidelines will be agreed upon so there is structure and focus for the discussion;
- a facilitator who will remain impartial and enhance effective communication;
- all parties will be prepared and guided to openly and honestly discuss and plan for the student's needs;
- mutually agreeable IEP/504 plans.

## The Benefits of Facilitated IEP/504 Meetings

1. Can resolve concerns at the lowest level possible, the IEP/504 meeting.
2. Builds and improves relationships among IEP team members, especially when they are having difficulty working well together.
3. Encourages parents and professionals to consider new options to address unresolved problems.
4. May help resolve disagreements more quickly than with other dispute resolution options.
5. Maintains decision-making with team members who know the student best.

## What does it cost?

IEP/504 Facilitation is a **free** service provided by RI Department of Education.

## How long does a Facilitated IEP/504 meeting take?

**We recommend 90 minutes to 2 hours, depending on the scope of the agenda.**

## How soon can a facilitated meeting be scheduled?

The school schedules the IEP/504 meeting and sends out the notice to the parent(s). If the district and/or parent is interested in facilitation, RIDE asks for a 2-week lead time so that a facilitator, if one is available, can reach out to both the family and the district.

**Promoting productive student-centered IEP/504 meetings conducted in a respectful and collaborative manner.**

## Facilitators

- Guides IEP/504 process.
- Assists team members in building understanding and agreement.
- Trained in conflict prevention and resolution.
- Keeps the meeting focused on the needs of the student.
- Does not take sides. Is not a decision maker.

