IEP Facilitation is a free and voluntary service that the New Jersey Department of Education’s Office of Special Education Policy and Procedure (OSEPP) offers to individualized education program (IEP) teams to promote effective communication and assist the team in developing a mutually agreed upon IEP.

Either parents or the school district can request IEP Facilitation. As the process is voluntary, both parties must agree in order for facilitation to occur.

The OSEPP attempts to accommodate all requests for IEP Facilitation. However, certain circumstances can prevent the assignment of a facilitator. These include:

- Both parties do not agree to facilitation;
- The request is not received with sufficient time to assign a facilitator (e.g. district must hold the IEP meeting by a certain date to meet timeline regulation); and/or
- Demand for IEP Facilitation exceeds the number of available facilitators.

The parent or district can rescind the request for the IEP Facilitation. As a courtesy to the other party and the IEP Facilitator, the OSEPP should be notified as soon as possible.

**Date of request:** _______________  **Requesting party:** □ parent/guardian  □ district  □ adult student

**Grade:** □ preschool  □ elementary  □ middle  □ high  **Student’s first name** (optional): ______________

**Primary focus/concern:** □ placement  □ related services  □ evaluations  □ academic supports  □ transition
□ goals/objectives  □ other: ____________________________________________________________________________

**Parent/Guardian contact information:**

Name

Phone (best)

Email address

**District contact information:**

Name

District

Phone

Email address
If the IEP meeting has been scheduled, please provide date, time, and location: ______________________
________________________
________________________

Please list at least three (3) alternate dates for availability:
________________________ morning afternoon no preference
________________________ morning afternoon no preference
________________________ morning afternoon no preference

☐ Please check the box if BOTH parties have voluntarily agreed to participate in the Facilitated IEP meeting.

Please fax or mail to: New Jersey Department of Education
Office of Special Education Policy and Procedure
P.O. Box 500
Trenton, NJ 08625-0500
Fax: 609-984-8422