

New Jersey Department of Education,
Office of Special Education Policy and Procedure
FACILITATED IEP REQUEST FORM

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

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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