



Oklahoma State Department of Education  
**School Agreement to Use a Third-Party  
 Neutral Facilitator During IEP Meeting**

The goal of the facilitated IEP meeting is to exchange information, to consider issues regarding educational services and to enhance the ability of the parties to engage in difficult conversations. The facilitator’s role is to ensure that parties have an opportunity for equal participation in a structured setting while adequately addressing the facts and concerns raised by the school and parent. The facilitator will assist the parties with discussing concerns in an attempt to reach a mutually acceptable resolution. The facilitator does not provide legal advice and does not render a decision for the parties.

Facilitated IEP meetings may be confidential upon the agreement by both parties.

Whether confidential or not, the parties agree that the facilitator will not be called to testify in any further proceeding (i.e. due process hearing, civil case, etc)

The Special Education Resolution Center will be contacting the parties to set a time and location for the facilitated IEP meeting. The School District will convene the meeting with the parent and the members of the IEP team.

The purpose of the meeting is for the parent and school district to discuss issues and concerns of the child’s IEP and educational services. The facilitator will assist the parties to discuss the concerns in a structured setting.

I agree to use a third-party neutral facilitator during the IEP meeting.

School District Representative \_\_\_\_\_

Name of School \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent \_\_\_\_\_

Address \_\_\_\_\_

Name of Child \_\_\_\_\_ DOB \_\_\_\_\_ Disability \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Please return this form to:

**SPECIAL EDUCATION RESOLUTION CENTER**

9726 E. 42nd Street, Tulsa, OK 74146

(888 ) 267-0028

(918) 270-1849

or fax to ( 918) 270-2062



**OKLAHOMA  
 Education**