

## **PREPARING FOR A FACILITATED IEP MEETING**

One key to any successful IEP meeting is preparation. To begin with, **it is essential that all participants be willing to listen for understanding and be open to other possible solutions.**

The district staff and parents can prepare for the meeting in various ways.

### **HOW CAN THE DISTRICT ASSIST IN SETTING UP THE FACILITATED IEP MEETING?**

The district representative(s) can:

- be prepared to talk with the assigned state-sponsored facilitator prior to the meeting;
- if requested, email the current IEP or draft of the IEP to use for discussion, as well as any recent evaluation data to the assigned facilitator;
- discuss and encourage student participation with the parent, as appropriate;
- be willing to listen carefully and to consider other possible solutions/options;
- if available, bring an electronic copy of the IEP, a laptop, and a projector to the meeting so that the IEP can be projected for all participants to see; and
- if available, make a printer accessible so the IEP can be printed and distributed at the end of the meeting.

### **HOW CAN PARENTS PREPARE FOR THE FACILITATED IEP MEETING?**

The parent(s) can:

- be prepared to talk with the assigned state-sponsored facilitator prior to the meeting;
- make a list of their child's strengths and interests;
- consider how their child's disability affects his or her education;
- think about their child's educational progress and make a list of what has or has not been working for their child;
- prepare a written list of issues to discuss and questions to ask;
- organize documents, including dates and notes;
- if necessary, make copies of documents to share with the team and facilitator;
- be willing to listen carefully and to consider other possible solutions/options;
- review information in the *Parent Guide- Educational Rights and Responsibilities: Understanding Special Education in Illinois* located at: [http://www.isbe.net/spec-ed/html/parent\\_rights.htm](http://www.isbe.net/spec-ed/html/parent_rights.htm)