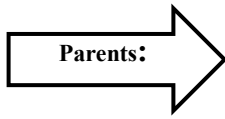


## Facilitated Individualized Education Program (FIEP) Team Meeting Request Form (Butts County)

*"A Collaborative Dispute Prevention and Resolution Option"*



\*Complete and submit **one (1) signed copy of this form to the Special Education Director** in your child's school district. You may wish to retain a copy for your records.



\*Submit the **signed FIEP Team Meeting Request Form** and a copy of the fully executed **IEP Team meeting notice** to:

**Georgia Department of Education**  
**Division for Special Education Services and Supports**  
 205 Jesse Hill Jr. Drive, SE  
 1870 Twin Towers East  
 Atlanta, Georgia 30334  
 eFax: 770-344-4477  
 Hard Fax: 404-651-6457  
 Attention: Jamila Pollard

### Instructions

1. Either a parent or school district may initiate the facilitated IEP Team meeting process. **The school district will submit the completed form** by mailing or faxing the signed form to the **Georgia Department of Education (GaDOE), Division for Special Education Services and Supports, 205 Jesse Hill Jr. Drive, SE, 1870 Twin Towers East, Atlanta, Georgia 30334, eFax (770) 770-344-4477 or Hard Fax (404) 651-6457, Attention: Jamila Pollard.** Both the parent and school district may jointly complete one form.
2. Parties should submit the completed request form to the GaDOE at least 7-10 days prior to the IEP Team meeting. Both parties must agree to the facilitated IEP Team meeting in order for the process to take place.
3. Once a completed request form and IEP Team meeting notice is provided, the GaDOE Dispute Resolution Team will appoint a facilitator for the IEP Team meeting from a list of trained professionals and keep the parties notified about the progress of the request.

### We understand the following:

1. We are requesting that the GaDOE Dispute Resolution Team assign an IEP Team Meeting Facilitator.
2. We understand that the GaDOE provides a facilitator at no cost to parents or district.
3. We understand that the signing of this request gives the facilitator access to student records during the facilitation process.
4. We understand that the facilitator is not a member of the IEP Team.
5. We understand that the facilitator cannot provide legal or financial advice to any participant.
6. We understand that participation in this process is voluntary and does not prevent the participants from utilizing the IDEA dispute resolution options (i.e., formal complaint, mediation, and due process hearing).
7. We understand that neither party shall call the facilitator to testify in any subsequent proceeding.
8. We understand that, by completing the evaluation form at the conclusion of the facilitated IEP Team meeting, we are supporting the continuous improvement of the FIEP Team meeting processes and procedures.

## Facilitated Individualized Education Program (FIEP) Team Meeting Request Form

*"A Collaborative Dispute Prevention and Resolution Option"*

|                                                                |                               |                              |                                |                      |             |
|----------------------------------------------------------------|-------------------------------|------------------------------|--------------------------------|----------------------|-------------|
| <b>Name of Student</b>                                         |                               |                              | <b>Grade of Student</b>        | <b>Date of Birth</b> |             |
| <b>Name of School District</b><br>Butts County School District |                               |                              | <b>Current School</b>          |                      |             |
| <b>Name of Special Education Director</b><br>Leonora Clarkson  |                               |                              | <b>Name of Parent/Guardian</b> |                      |             |
| <b>Address</b><br>181 North Mulberry Street                    |                               |                              | <b>Address</b>                 |                      |             |
| <b>City</b><br>Jackson                                         | <b>State</b><br>Georgia       | <b>Zip</b><br>30233          | <b>City</b>                    | <b>State</b>         | <b>Zip</b>  |
| <b>Contact Numbers</b>                                         | <b>Work</b><br>(770) 504-2320 | <b>Fax</b><br>(770) 504-2307 | <b>Home</b>                    | <b>Work</b>          | <b>Cell</b> |
| <b>Email</b><br>clarksonl@bcस्क12.org                          |                               |                              | <b>Email</b>                   |                      |             |

**An IEP Team meeting is currently scheduled for:**

|                 |  |
|-----------------|--|
| <b>Date</b>     |  |
| <b>Time</b>     |  |
| <b>Location</b> |  |
| <b>Purpose</b>  |  |

**Required Signatures:** We understand that a Facilitated IEP Team meeting is a voluntary alternative dispute resolution option. We understand and agree to the eight (8) items listed on page one of this request form.

|                                     |                    |
|-------------------------------------|--------------------|
| <b>Signature of Parent/Guardian</b> | <b>Date Signed</b> |
|-------------------------------------|--------------------|

|                                                |                    |
|------------------------------------------------|--------------------|
| <b>Signature of Special Education Director</b> | <b>Date Signed</b> |
|------------------------------------------------|--------------------|

Submit the **signed FIEP Team Meeting Request Form** and copy of the fully executed **IEP Team meeting notice** to:

**Division for Special Education Services and Supports**  
205 Jesse Hill Jr. Drive, SE, 1870 Twin Towers East  
Atlanta, Georgia 30334  
eFax: 770-344-4477 or Hard Fax: 404-651-6457  
Attention: Jamila Pollard

For questions, contact Jamila Pollard at (404) 657-7329 or [jpollard@doe.k12.ga.us](mailto:jpollard@doe.k12.ga.us)