



## **Facilitated IEP Preparation** **Pre-IEP TASK CHECKLIST**

### Pre-IEP Facilitator's Checklist



Pre-Planning Tasks	Completed
Contact the parents and school district to explain the FIEP process and your role.	
Gain agreement that the FIEP process is needed, you are the agreed upon facilitator, and resolution is the desired outcome. External Facilitator secure Contract & Release form.	
Gather the issues/concerns and the proposals/requests from the family and the school district.	
Exchange the issues/concerns and the proposals/requests between the family and district.	
Gather from and exchange between the parties any responses/feedback to the issues/concerns and proposals/requests.	
Gather feedback from both parties to determine which are IEP issues and non-IEP issues, brainstorm how to handle the Non-IEP issues outside of the IEP.	
Assist parties to understand the Prior Written Notice process.	
Assist parties to identify and obtain pertinent information and/or drafts needed for a productive and time efficient IEP.	
Assist parties to create the list of IEP participants and gain agreement on those participants, with exception of required persons.	
Discuss with the school district contact/IEP Chairperson whether an IEP pre-planning meeting with the school team would be helpful.	
Gain agreement on the date, location & time commitment for the IEP.	
Gather and share any request to use any type of electronic recording devices during the IEP. Gain agreement.	
Gain the identity of the IEP Chairperson and the two scribes: one for the IEP forms and one for the PWN form.	
Confirm distribution of the IEP meeting notice/invitation.	