

SAMPLE INTRODUCTORY STATEMENT

Hello, my name is _____ and I will be your IEP facilitator today. To begin the meeting today, please introduce yourself by sharing with us your name and your role in this meeting. I will begin. My name is (name) and I will be the (state role/roles).

First let me explain what a facilitated IEP meeting is. A Facilitated Individualized Education Program (IEP) meeting is one in which an IEP is developed by a collaborative team whose members share responsibility for the meeting process, decision making, and results. I am here to facilitate this meeting to help keep members of the IEP team focused on the student and on developing an IEP that provides the student a FAPE (free appropriate public education). I will also assist the team in resolving conflicts and disagreements that may arise during the meeting.

I would like to remind you that this meeting will use a collaborative process to make decisions. We will discuss options and strive for consensus about the student's program and services. Remember consensus is not a vote but an agreement that everyone can support and implement the decision. If we cannot reach consensus on a particular item, according to the IDEA, the district will need to make the final decision.

The IEP meeting is scheduled to last for one hour today. (Name) is our timekeeper today. It is currently (time); in 50 minutes our timekeeper will let us know we are coming to the end of our meeting. At that point we can decide if we will be able to complete the meeting or if we need to schedule another meeting. Is that agreeable to everyone?

Please look at the meeting norms listed on the agenda. (Read Norms). Does anyone have any questions or want to add anything to the list? Can everyone agree to follow these meeting norms?

Let's take a moment to review the agenda. The purpose of today's meeting is to (state purpose). In order to get there, we will be discussing...

Does anyone have any questions about the process, my role, the agenda, or anything else at this time?