



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Exceptional Children Division

Facilitated Individualized Education Program (FIEP) Meeting Agreements For LEA

When agreeing to participate in the Facilitated Individualized Education Program (FIEP) Process, there are several items that can assist the facilitator with conducting a meaningful, collaborative discussion around your child's Free Appropriate Public Education (FAPE). As a means of establishing clarity and priority to the issues to be discussed, both parties agree to the following essentials for conducting an FIEP meeting. **(Please initial, sign, and turn in with submission to facilitator coordinator e-mail address as soon as possible with your request for FIEP as failure to do so could delay the meeting and overall process of facilitation):**

LEA agrees to the following actions:

(LEA representative, please initial below)

- _____ 1) Honor the ground rules set by the facilitator.
- _____ 2) Share all pertinent issues with facilitator prior to FIEP meeting to assist in preparation for the meeting.
- _____ 3) Make available the necessary staff to assist in pertinent decision-making at the scheduled IEP meeting.
- _____ 4) Provide necessary documentation to discuss pertinent issues agreed upon on FIEP agenda established by facilitator (come to meeting with prepared drafted documents, if necessary).
- _____ 5) Provide a meeting time frame of at least 3-4 hours to convene the FIEP meeting as well as a space to accommodate participants.
- _____ 6) Follow up with any action steps developed by the facilitator before/after at the FIEP to build continuity and trust moving toward the end of the FIEP meeting process.
- _____ 7) I understand an impartial facilitator will only be assigned for this singular meeting.

The facilitator agrees to the following actions:

(Facilitator, please initial below)

- _____ 1) Provide at least a 20 minute intake session with both parties involved in the FIEP process.
- _____ 2) Set ground rules for the FIEP process.
- _____ 3) Develop an agenda based on parent and LEA concerns to be distributed before the FIEP meeting date.
- _____ 4) Develop an action plan with listed responsible parties for information that may be covered, needed, or exchanged at the end of the FIEP process, or in the event an additional FIEP is needed and approved, for the purpose of reaching full discussion of all designated issues.



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*****Notice to parties involved in this option of dispute resolution*****

This agreement **MUST** be turned into North Carolina Department of Public Instruction staff with your submission form for the FIEP meeting. Refusal to sign this agreement may cause this option for dispute resolution to be denied.

LEA/School Representative Date

Facilitator Date