

General Overview of Special Education Facilitation Process

Sound Options Group (SOG) receives request from family or school district. SOG completes intake with caller regarding language, student needs, facilitator's role, SOG's role, potential issues facilitator should focus on, demographics (for family), contact information, etc. SOG will gather second party's contact information.



SOG sends intake letters with brochures to each party (district representative and family).



SOG contacts second party with facilitated IEP request. Completes intake with caller, student needs, facilitator's role, SOG's role, potential issues facilitator should focus on, demographics (for family), contact information, etc. SOG contacts first party with second party's decision to accept facilitated IEP meeting or to decline.



SOG clarifies with both parties that the IEP team will determine the date of meeting and requirement of 3–4 hours for the meeting. SOG discusses participants to attend beyond traditional IEP team (advocates, attorneys, etc).



When parties notify SOG of date and location of meeting, a facilitator is secured for the IEP meeting. SOG encourages that all documents used in the meeting be shared with all participants at least 48 hours before the meeting. SOG asks that the parties create a mutually agreeable agenda and/or goals for the meeting that can be shared with the facilitator.



SOG calls primary parties and facilitator two days in advance to confirm meeting. In certain situations, the facilitator may contact the family and district prior to the meeting to prepare the parties to participate in the meeting. SOG shares information with the participants on the role of the facilitator and how to prepare for the meeting.



After facilitation, an SOG case manager debriefs with facilitator over the phone. If applicable, a second session may be scheduled, reconfirming all details with parties.



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NOTE: At any point in the process, cases may be closed and not move forward. Reasons for this could be "unable to schedule", request "withdrawn", "conciliated", or "declined" by either party.