

An independent facilitator may be utilized by a school system and a parent of a student with a disability to avoid a potential dispute relating to the provision of a free and appropriate public education (FAPE) or when an admission, review, and dismissal (ARD) committee meeting has ended in disagreement and is being reconvened.

Please note that the request for an independent facilitator must be received by TEA at least 10 school days prior to the ARD committee meeting for which a facilitator is being requested or within 10 school days of the ARD committee meeting that ended in disagreement.

The same parties must not have participated in IEP facilitation concerning the same student within the same school year of the filing of the current request for IEP facilitation.

Within five business days of receipt of a completed request for an independent facilitator, TEA will determine whether the conditions required by [19 TAC §89.1197](#) have been met and will notify the parties of its determination and the assignment of the facilitator by email using the contact information provided on this form, if applicable. TEA's decision not to provide an independent facilitator is final and is not subject to review or appeal.

If a facilitator is assigned, the assignment may be made based on a combination of factors including, but not limited to, geographic location and availability. Once assigned, the facilitator will promptly contact the parties to clarify the issues, gather necessary information, and explain the facilitation process.

Section One: Student Information

Name of District or Charter School	
Student's Full Name	
Student's Date of Birth	

Is the student an adult (over the age of 18)? ☐ Yes ☐ No

Section Two: Contact Information

Parent/Adult Student

Name of Parent or Adult Student	
Address	
Phone Number	
Email	

School District or Charter Representative

Name of Representative	
Title	
Phone Number	
Email	

Section Three: Meeting Information

Reason for Requesting a Facilitator

- ☐ To assist in avoiding a potential dispute relating to the provision of FAPE
- ☐ To assist at a reconvened ARD committee meeting following a meeting that ended in disagreement

Meeting Details

Date of ARD Committee meeting that ended in disagreement, if applicable	
Scheduled ARD Committee Meeting Date	
Start time for the ARD committee meeting	
Location of the ARD committee meeting	

School system contact: Is there an option for the facilitator to participate virtually? ☐ Yes ☐ No

Section Four: Topics for Facilitation

Which topics would the parties like facilitated during the ARD committee meeting?

Checkboxes organized by category (please mark all that apply):

Evaluation & Eligibility

- ☐ Eligibility
- ☐ Evaluation Results
- ☐ Reevaluation

Educational Program

- ☐ Present Levels of Academic Achievement and Functional Performance (PLAAFP or Current Performance)
- ☐ Annual Goals
- ☐ Progress Monitoring
- ☐ Accommodations
- ☐ Special Education Services
- ☐ Related Services

Placement & Supports

- ☐ Placement
- ☐ Extended School Year (ESY)
- ☐ Transportation
- ☐ Instructional Setting

Specialized Services

- ☐ Autism Services
- ☐ Visual Impairment Services
- ☐ Texas School for the Blind and Visually Impaired (TSBVI) or Texas School for the Deaf (TSD) Services
- ☐ Transition Services

Other

- ☐ Other

Please describe: _____

Section Five: Verification

- ☐ This request is being submitted jointly by a parent/adult student and a school district or charter school representative.
- ☐ Both parties authorize the assigned facilitator to access records necessary to facilitate the ARD committee meeting.

Section Six: Signatures

In order for TEA to provide an independent facilitator, the request must be submitted jointly by a school system and a parent of a student or an adult student with a disability, and the following conditions must be met.

TEA must receive a completed copy of this form by mail, hand-delivery, or by email to spedcomplaints@tea.texas.gov.

The form may also be mailed or hand delivered to the following address.

Texas Education Agency 1701 N. Congress Avenue, Austin, TX 78701-1494

Questions related to this form or to the state IEP facilitation process may be directed to spedcomplaints@tea.texas.gov.

Parent/Adult Student:

Signature of Parent or Adult Student	
Printed Name	
Date	
Email	

District or Charter Representative

Signature of Representative	
Printed Name	
Title/Position in District or Charter School	
Date	
Email	