

Office for Dispute Resolution

IFSP FACILITATION REQUEST FORM

**Must be completed and signed by Parent(s) and
County Early Intervention Program Representative**

The last IFSP team meeting was on (date) _____

An IFSP meeting is currently scheduled for _____
(DATE) (TIME)

Concerns about the IFSP (to be completed by the parent(s)):

Concerns about the IFSP (to be completed by the County Early Intervention Program):

***By requesting IFSP Facilitation and signing this request form, I agree and understand that
the IFSP Facilitator will not be called as a witness in future legal proceeding***

Please Print

EI Name

Child's Name

EI Contact Person

Child's Date of Birth

Address

Parent/Guardian Name(s)

City State Zip

Address

Phone ()

City State Zip

Fax # ()

Phone: Home ()

Work ()

Date

Date

EI Administrator's Signature

Parent/Guardian's Signature

(Continued on next page)

IFSP FACILITATION REQUEST FORM (continued)

The IFSP Facilitation will be held at the following address:

Site Location: _____

Address: _____

City: _____ State: _____ Zip: _____

EI Contact Person: _____

Phone: _____

**Please note that what takes place at this meeting (session) may not be confidential *unless* both parties agree in writing that it is, and you should contact a lawyer to ensure that under your particular circumstances such is enforceable as well as properly written to achieve the desired result, since ODR can not and does not provide legal advice of any nature.

Instructions

1. Fill out the information that pertains to you and sign the form.
2. Send this form to the other party to be completed and signed. When everyone has completed and signed the form, it can be submitted to ODR by fax or mail.
3. If parents and the County Early Intervention Program fill out this form at the same time, the County Early Intervention Program will forward the form to ODR.
4. Once IFSP Facilitation is requested and mutually agreed upon, ODR will assign a trained Facilitator.
5. The County Early Intervention Program remains responsible to give to the parents the proper invitation to the IFSP meeting, including the purpose, date, time, location, and list of who has been invited.
6. For additional information, contact ODR at (800) 222-3353; fax at (717) 657-5983; or mail inquiries to:

**Office of Dispute Resolution
6340 Flank Drive
Harrisburg, PA 17112-2764**