

Facilitation Log

<<Case Number>>

<<District Name>> School District #<<District Number>> / <<Parent Last Name>>

Date Request Received: <<Date>>

Date Facilitation Accepted: <<Date>>

Party Requesting Facilitation: <<Parent or District>>

Parent: <<First Name>> <<Last Name>>
<<Mailing Address>>
<<City>>, ID <<Zip Code>>
(208) <<Cell Number>> – Cell
(208) <<Work Number>> – Work
(208) <<Home Number>> – Home

Student: <<First Name>> <<Last Name>>
<<Age>> years old (DOB: <<MM/DD/YY>>)
<<Number>>th Grade
<<Attending School Name>>

District Name and Contact: <<First Name>> <<Last Name>>, SPED Director
<<District Name>> School District #<<Number>>
<<Mailing Address>>
<<City>>, ID <<Zip Code>>
P: (208) <<Phone Number>>
F: (208) <<Fax Number>>

District Superintendent: <<First Name>> <<Last Name>>

District Chairman: <<First Name>> <<Last Name>>

Facilitator: <<First Name>> <<Last Name>>

Regional Coordinator: <<First Name>> <<Last Name>>
SPED Regional Coordinator
<<Mailing Address>>
<<City>>, ID <<Zip Code>>
(208) <<Office Number>> – Office
(208) <<Cell Number>> – Cell

Date of Facilitation: <<Date>>

Date File Closed: <<Date>>

Issues: <<List of Issues>>