



There is another way.

Resolution Meeting Facilitation (RMF) helps parents and educators focus on the student's needs.

A trained facilitator works with both parties to resolve disagreements, which could eliminate the need to move forward with due process.



OFFICE FOR DISPUTE RESOLUTION  
6340 Flank Drive  
Harrisburg, PA 17112-2764

CALL US ...  
(800) 222-3353 (717) 901-2145  
TTY USERS: PA Relay 711

VISIT US ON THE WEB ...  
[www.odr-pa.org](http://www.odr-pa.org)

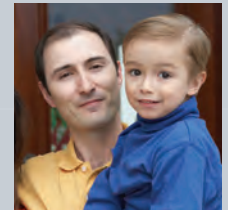
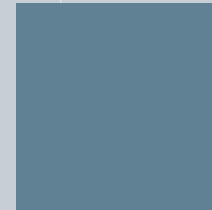
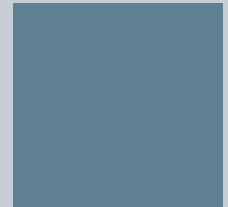


Through the Office for Dispute Resolution, the Pennsylvania Department of Education (PDE) fulfills its statutory mandate to maintain a special education due process system. PDE contracts with the Central Susquehanna Intermediate Unit to provide fiscal and certain management support for that office, without becoming involved in substantive operations.

The Central Susquehanna Intermediate Unit (CSIU) will not discriminate in educational programs, activities or employment practices based on race, color, national origin, gender, disability, marital status, age, religion, sexual orientation, ancestry, union membership, or other legally protected classifications. Announcement of this policy is in accord with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and program participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for people with disabilities, should contact the Director of Human Resources, CSIU, 90 Lawton Lane, Milton, PA 17847; (570) 523-1155.

OFFICE FOR  
DISPUTE RESOLUTION

## Resolution Meeting Facilitation



An alternative for resolving disagreements about special education

## What is RMF?

A **Resolution Meeting** is required for due process requests initiated by parents, unless both parties agree to try mediation.

When a due process hearing is requested, a dispute exists, and the two parties may have difficulty reaching agreement at a resolution meeting. The presence of a **neutral facilitator** at the Resolution Meeting may result in a more effective and successful meeting.

If both parties believe that the use of a neutral third party will increase the likelihood of reaching agreement, **ODR will send a facilitator upon request.**

## What are the benefits of RMF?

**Resolution Meeting Facilitation (RMF)** is designed to ...

- Build and improve the relationship between parents and educators
- Provide opportunities for both parties to resolve conflicts
- Encourage parents and educators to identify new options to address unresolved issues
- Create a less stressful meeting
- Support all parties in participating fully
- Provide an opportunity to resolve issues and negate the need to move forward with due process

## Who can request RMF?

Either the parent or school personnel (local education agency) can request **Resolution Meeting Facilitation (RMF)**. However, both sides must agree to include a facilitator at the Resolution Meeting, because it is a voluntary process.

## When does RMF happen?

According to law, the Resolution Meeting must be held within 15 days of the due process request. However, to give every opportunity for agreement, ODR will send a facilitator up to **30 days** after a due process request has been received.

## Is there a cost for RMF?

There is **no charge** to either party – parents or educators – for the use of the Resolution Meeting facilitator. RMF is free.



## How is the RMF process started?

When parents and educators agree on the **date, time and place** for the Resolution Meeting, and have agreed to use a **facilitator**, ODR can be contacted.

When a request for RMF is received, ODR assigns a facilitator to attend the meeting.

At the meeting, the facilitator asks all parties to sign forms to show their agreement to the presence of the facilitator.

## What is the facilitator's role?

The **facilitator** ...

- Helps the parties focus on the student's needs
- Helps the parties resolve disagreements that arise during the meeting
- Models effective communication and listening
- Maintains open communication among all parties
- Maintains impartiality and does not take sides, place blame or determine if a particular decision is right or wrong
- Clarifies points of agreement, but does not impose a decision on the group