I-Team Vision
Every child and youth in Vermont, who requires intensive special education is welcome in their class and community, is taught well, and has access to needed resources for a quality education.

I-Team Mission
To assist local teams of families, educators, and other service providers in the delivery of quality educational services to students on IEPs with intensive educational needs, through technical assistance, professional development, support for systems change, family support services and/or other consultation services.

Process for I-Team Request for Technical Assistance:

1. **Parent Permissions**: Local Education Agency (LEA) Representative communicates with parent/guardian about the purpose, nature, and availability of I-Team consultation services. If the parent consents to I-Team consultation services, the LEA reviews the “Parent Permission for I-Team Services” form and ensures that the parent(s) sign the form.

2. **Technical Assistance Form**: The LEA Representative completes the “Technical Assistance Request Form”, including all of the required information. The LEA representative submits both the “Technical Assistance Request Form” and “Parent Permission for I-Team Services” form to the I-Team using the fax or mailing address below.

   -OR-

   **Technical Assistance Form (Online Submission)**: The LEA Representative completes the Online Technical Assistance Request Form, located at https://survey.uvm.edu/index.php/625423/lang-en, or by visiting the I-Team web page at www.uvm.edu/~cdci/iteam. You will have the option to attach some or all of the additional documents (i.e., Parent Permission Form, Student Schedule, and IEP) within the online form. You may also choose to send these documents to the I-Team office by mail or fax (the I-Team fax number and address are listed below).

3. **I-Team Processing**: The I-Team processes the “Request for Technical Assistance” and “Parent Permission for I-Team Services” forms, checking to ensure all required consents and information have been submitted and confirming that the student qualifies for I-Team services.

4. **Agreement Signatures**: The “Consultative Services Agreement” spells out the consultation responsibilities of the I-Team and the LEA.
   a. I-Team submits a “Consultative Services Agreement” to the LEA.
   b. The LEA signs two copies of the “Consultative Services Agreement” and returns both to the I-Team at the address below.
   c. The LEA encloses a copy of the student's current IEP reflecting provision of I-Team consultation services as stated under the “Consultative Services Agreement.”
   d. The I-Team Representative signs two copies of the “Consultative Services Agreement” and returns one fully executed copy to the LEA.

5. **Schedule Initial Visit**: The I-Team contacts the student’s case manager to schedule technical assistance/consultation services.

Please return all forms to Valerie LeClair via fax or by mail:

**Confidential fax**: Attn. Valerie LeClair: 802-656-3636

**By mail**: Valerie LeClair
Vermont I-Team, University of Vermont, CDCI
317 Mann Hall
208 Colchester Avenue
Burlington, VT 05405