

## **Weaver Special Education Advocacy & Coaching, LLC (We Speak Advocacy) Client Service Agreement**

I \_\_\_\_\_, have willfully enlisted the services of Janell Weaver of Weaver Special Education Advocacy & Coaching (We Speak Advocacy) as a non-attorney special education advocacy coach. I understand that the role of a non-attorney special education advocacy coach is to assist me in advocating for my student's special education needs through services such as, but not limited to, the following:

- Reviewing records related to my student's Individualized Family Service Plan (IFSP), Individualized Education Program (IEP), or 504 Plan
- Recommending strategies to address discrepancies, disagreements, and compliance issues related to my student's educational program
- Recommending additional/different evaluations to help identify a student's strengths and needs to have them appropriately addressed
- Attending school or agency meetings relevant to my student's educational program as mutually agreed upon by me and We Speak (Please note that while in-person attendance is preferred, virtual/remote attendance may be necessary.)
- Communicating with school or agency personnel and others as appropriate and as mutually agreed upon by me and We Speak
- Performing other advocacy-related activities as mutually agreed upon by me and We Speak
- Coaching in all of the above areas so I will eventually be able to advocate independently

I understand that Janell Weaver of Weaver Special Education Advocacy & Coaching LLC (We Speak Advocacy) is not an attorney, educator, or mental/physical/behavioral health professional and that her conclusions, recommendations, and opinions do not replace, nor should they be construed as, advice or counsel from a practitioner in any of the aforementioned disciplines. While We Speak may offer opinions on the strength of a potential dispute resolution action, I recognize that a qualified special education attorney should always be consulted as the definitive authority on any legal actions I may choose to take concerning such a dispute. I agree that I am the final decision-maker in my student's educational programming. I understand and agree that the information, suggestions, resources, and opinions provided by We Speak are for my consideration only. I accept responsibility for how I utilize the input I receive from We Speak and will not hold the company or Mrs. Weaver liable for any information, issues, or outcomes that may result from my use of input received pursuant to this agreement. By signing this agreement, I give Weaver Special Education Advocacy & Coaching the right to discuss my student's educational, medical, legal, and mental/behavioral health needs with the parties I deem appropriate. If any third party requires additional releases or signatures to engage with We Speak and its employees, I understand that it is my responsibility to ensure that We Speak is promptly made aware of and signs these releases.

I agree to pay Weaver Special Education Advocacy & Coaching according to the Fee Schedule for the Services/ Package(s) I select. Please select service or package below.

Free Initial Consultation - \$0, for potential new clients only, includes a 30-minute conversation to provide impressions and possible strategies for your case and to decide if client and advocate make good partners.

Ask Me Anything Consultation - \$75, includes a one-hour phone call or virtual meeting. Recommended for clients comfortable navigating special education who are looking for additional perspective and recommendations.

Records Review Package - \$300, includes:

- up to three hours for a comprehensive review of education records,

- a written timeline and case analysis,
- next step action plan with recommendations,
- and up to a one-hour call or virtual meeting to review.
- Any additional time required over 4 hours will be charged at the hourly rate of \$75/hour.

Full Support Package - \$1050, includes everything in Records Review package (4 hours) and:

- pre/post meeting correspondence (up to 3 hours),
- parent training (up to 1 hour),
- meeting attendance (up to 3 hours of in-person or virtual IEP/ 504 meeting),
- meeting preparation before meeting and debrief after (up to 2 hours),
- and post-meeting guidance (up to 1 hour).
- Any additional time required over 14 hours will be charged at the hourly rate of \$75/hour.
- For clients wishing to upgrade from the Records Review Package to the Full Support Package, fees paid for the Records Review Package will be applied to the Full Support Package if done within three months of purchase and so long as the student's evaluation and IEP/504 are unchanged.
- New clients MUST schedule a Free Initial Consultation before booking the Full Support Package.

Extra Meetings Package - \$225, includes:

- up to one hour of phone calls and emails for pre and post meeting communication
- up to two hours for the meeting.
- Any additional time required over 3 hours will be charged at the hourly rate of \$75/hour.
- This package is for current clients only, defined as clients who have purchased the Full Support Package within the current school year.

Professional Hourly Services - \$75 per hour, for instances when additional time beyond package parameters is desired. Clients will be made aware if they are nearing end of package hours. Invoices will be generated biweekly during periods of ongoing hourly work. Services include but are not limited to the following:

- Review and comment on educational records
- Email, phone call, and text communication
- Drafting and/or editing documents, letters, forms, emails, or other items of written communication necessary to assist you with your educational advocacy needs
- Explaining special education rights, options, and terminology
- Researching client-specific requests for information
- Meeting preparation, attendance, and follow-up
- Consulting with your lawyer

I understand We Speak Advocacy will not begin any substantive work on my student's case until they have received this signed agreement and initial payment. Substantive work is defined as all services beyond the Free Initial Consultation.

- Initial payment requirements:
  - Ask Me Anything Consultation: Full payment is required at time of booking.
  - Records Review Package: Full payment is required at time of booking.
  - Full Support Package: \$300 initial payment required prior to start of substantive work. Balance will be billed in three equal installments invoiced biweekly.
  - Extra Meetings Package: Full payment is required at time of booking.

- For all packages, clients may elect to use PayPal Pay Later options, subject to terms and conditions set forth by PayPal. If using this option for the Full Support Package then all payments will be handled by PayPal instead of schedule outlined above.
- The following fees are not included in any of the packages and will require a separate invoice:
  - Mileage will be billed at a rate of \$0.66 per mile over 30 miles from 17837.
  - Travel time will be billed at a rate of \$10 per 30-minute increment (\$5 per 15-minute) for any travel over 30 minutes from 17837.
  - Photocopying/printing will be billed at a rate of \$0.19 per page (\$0.38 double-sided)
- A thirty-day notice will be provided for any rate changes.
- I agree to pay all invoices from Weaver Special Education Advocacy & Coaching via check or their online payment system no later than 15 days after receipt of invoice.
- I understand invoices not paid within 15 days may incur a biweekly 5% service charge until the balance is paid in full.
- Payment plans are available. Just ask.
- Fees are for services rendered and do not guarantee outcomes. Fees are non-refundable.

Records

- All records submitted or developed become the property of We Speak.
- All records on accounts where service use has lapsed by more than one year will be destroyed.
- I agree to provide a complete copy of all records (no originals) to We Speak. Emailed records may be printed at the fees listed above. Minimum records required include the most recent IFSP/ IEP/ 504 Plan and the most recent Evaluation Report. We Speak may request additional records for a more comprehensive understanding of your student's educational program.
- I agree to complete the intake form for submission with this agreement.

I understand that Janell Weaver will not assist parents with Due Process pro se activities. I understand that either I or Janell Weaver can terminate this relationship at any time and for any reason. I agree to pay all outstanding fees owed to Weaver Special Education Advocacy & Coaching via check or their online payment system upon either party's termination of this relationship. I understand that We Speak will refund, via check or their online payment system, any monies paid for services not rendered, if applicable, upon the termination of this agreement by either party.

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Student Name

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Client Signature (Please print name next to signature)

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Date

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Advocate Signature

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Date