

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 service or package(s) I select. **(Please make your selection 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.

Custom DIY Strategy Package - \$300, includes:

- a comprehensive review of education records,
- a written timeline and case analysis,
- an action plan with resources and written recommendations,
- and up to a one-hour phone call or virtual meeting to review.

Full Support Package - \$1150, includes everything in Strategy package and:

- pre/post meeting correspondence,
- parent training,
- meeting attendance at one in-person or virtual IEP/ 504 meeting (additional meetings are \$100 each and will be invoiced separately),

- meeting preparation before meeting and debrief after,
- and post-meeting guidance for progress monitoring.
- This is a 90-day package that begins the day initial payment is received.
- For clients wishing to upgrade from the Strategy Package to the Full Support Package, a \$150 credit 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.

Continued Support Package - \$375, includes:

- an additional 30 days at the same Full Support Package level of support.
- Also includes attendance at one IEP/ 504 Plan meeting. Additional meetings (\$100 each) will be invoiced separately.
- 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. Packages are the preferred method of service delivery. Therefore, both advocate and client must agree to hourly invoicing. 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

Maintenance Plan- \$15 per month. This is a monthly subscription available to current clients only who have completed the Full Support Package and/or the Continued Support Package. It ensures continued progress monitoring and reserved access to upgrade to full support when needed. Includes one optional 30 minute call per month. Clients enrolled in this subscription will receive two emails per month. One email will include a link to schedule your optional call. The second email will remind you to share updates. Subscription will renew automatically until you cancel. To cancel, email janell@wespeakadvocacy.com.

- 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.
 - Custom DIY Strategy 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 two equal installments invoiced according to proposal.
 - Continued Support Package: Full payment is required at time of booking.
 - For Maintenance Plan, first month payment due at time of purchase then your subscription will automatically renew every month until you cancel.
- The following fees are not included in any of the packages and will require a separate invoice:
 - Travel Time- For all meetings, travel time beyond 30 minutes from 17837 will be billed at a rate of \$5 per 10-minute increment. For example, if travel time is one hour (60-minutes) from 17837, you will be invoiced for a total of 60 minutes (30 minutes to the meeting and 30 minutes from the meeting) for a total of \$30.
 - Printing Costs- Any necessary photocopying/printing will be billed at a rate of \$0.19 per page (\$0.38 double-sided).
 - Attendance at additional IEP/ 504 Plan meetings- The Full Support and Continued Support packages both include one IEP/ 504 meeting. All additional meetings, including mediation or facilitated IEP meetings, will be billed at \$100 each and invoiced once the meeting has been scheduled and my attendance has been agreed upon by both client and advocate.

- State Complaints- Assistance with writing state complaints requires an additional fee. The amount of the fee will be determined upon consideration of the complexity of the complaint, but starting at no less than \$100.
- 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.
- Fees are for services rendered and do not guarantee outcomes. All 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.

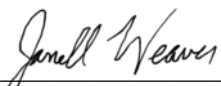
I understand that Janell Weaver will not assist parents with Due Process pro se activities. I understand that either I or Janell Weaver can terminate this relationship at any time and for any reason. I agree to pay all outstanding fees owed to Weaver Special Education Advocacy & Coaching via check or 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.

Student Name

Client Name

Client Signature

Date



Advocate Signature (Janell Weaver)

Date