



SPECIAL EDUCATION ADVOCATE OF DEKALB, LLC

306 2nd Street SW
Fort Payne, AL 35967
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(revised 5/13/2025)

This contract for services agreement is made between _____ (referred to as "the client" or "you"), and Ketrina Jordan of **Special Education Advocate of DeKalb, LLC**, referred to as "Ketrina Jordan".

Specific Services to be provided:

Ketrina Jordan agrees to provide skilled and experienced advocacy services on behalf of your child: _____. These services may include: **a)** Accompanying you to any meetings with the school, school system or Department of Education (virtual or in-person). **b)** Reviewing your child's educational records and assisting you in understanding what the records indicate. **c)** Educating you about both your State and the Federal laws (re) your child's special education rights. **d)** Observing your child in the school and/or home setting and make recommendations concerning IEP goals, services and placement. **e)** assisting you in identifying additional resources such as private evaluators, therapists and psychologists that may be able to further assist you.

Services not covered by this contractual agreement:

Although Special Education Advocate of DeKalb, LLC offers skilled advocacy services, Ketrina Jordan is not held out as an expert in the fields of psychology, law or medicine. It is expressly understood by the client that services provided by Special Education Advocate of DeKalb, LLC are not to be construed as legal advice. **Special Education Advocate of DeKalb, LLC and Ketrina Jordan cannot, in any circumstances, act as your attorney.** In signing this agreement for services, the client understands that Ketrina Jordan cannot guarantee or promise any specific desired outcome or result for your child's particular case.

Client's Responsibility:

You agree to the following:

1. Communicate fully and honestly with Ketrina Jordan, providing all information that would aid her in assisting you with your child's case.
2. Make payments to Special Education Advocate of DeKalb, LLC/Ketrina Jordan as provided in this contractual agreement **by due date** indicated on the monthly invoice sent to client(s) at the end of each month **(see page 2- fee schedule).**
3. Give Ketrina Jordan a minimum of 24 hours' notice if you must cancel your attendance at a previously-scheduled meeting or appointment.
Failure to do so may result in applicable fees being charged to the client.
4. Notify Ketrina Jordan at least 24 hours in advance of any scheduled school system-based/virtual meetings. Ketrina will confirm her attendance to you within 24 hours of the notification either by phone or email.

Confidentiality:

Ketrina Jordan agrees to keep all client information and any records confidential. This contractual agreement serves as a waiver of confidentiality regarding your child's IEP and educational needs. This waiver permits Ketrina Jordan-Special Education Advocate, to obtain and review independently and with you, your child's educational records. In addition to this contract, Ketrina will supply the client(s) with a form authorizing her to review educational records which the client(s) must sign/date.

It is the philosophy of Ketrina Jordan to work cooperatively with the local education association (LEA), in an effort to establish positive working relationships on behalf of the student, the parent(s) and their community support system. Ketrina Jordan of "Special Education Advocate of DeKalb, LLC", operates under the principals of collaborative problem solving and management of conflict in a non-adversarial manner and expects the same of the client(s).

Fee schedule:

Provision of services will be performed solely by Ketrina Jordan of "Special Education Advocate of DeKalb, LLC", Services are billed at an hourly rate. **There is no charge for the first 15 minutes of consultation, whether it is by phone or in person.** The charge for transportation to/from the initial consultation (if it is conducted in person) is .50 cents per mile.

Billing rates are as follows:

- (a) A retainer fee of **\$50.00** will commence with the signing of this contract. Please send a check, made out to Special Education Advocate of DeKalb, LLC/Ketrina Jordan to the address at the top of the first page. The retainer will be used towards anticipated services and will be reflected on the first invoice sent to the client(s).
- (b) Direct attendance at virtual / in-school meetings, home/school observations, meetings with school team and any other personal, direct representation done by Ketrina Jordan on behalf of the client- **rate is \$50.00/hour.** ***This fee includes a pre/post-meeting summary written and given to client(s).***
- (c) Educational record /document reviews completed by Ketrina Jordan in preparation for a scheduled school system meeting are billed at the rate of **\$25.00/hour.**
- (d) There is no charge for phone calls up to 15 minutes (after initial consultation). Phone calls that are longer than 15 minutes, rate is **\$20.00/hour.**
- (e) Mileage to/from any meetings is billed at **.50 cents per mile.** In usual circumstances, the mileage will begin from Fort Payne AL
- (f) **\$25.00 fee** will apply to any returned checks.
- (g) Ketrina Jordan will provide the client(s) a detailed billing statement at the end of each month for record-keeping purposes.

When Payments are Due:

(h) Invoices will be sent to client(s) at the end of each month. Payment is due to Ketrina Jordan upon receipt of the monthly invoice, absent any mutually agreed-upon arrangements that have been previously agreed to by Ketrina Jordan and the client which have been put into writing and signed by both parties. **The latest date payment should be sent is by the 15th of the following month the client receives the billing invoice.**

(i) Outstanding balances delinquent for more than one month from the statement date **will be subject to a late fee of \$10.00 for the first month, with the fee increasing by \$5.00 for each subsequent month,** unless prior arrangements have been made by the client(s) and Ketrina Jordan for an agreed-upon payment plan, which both parties have agreed to via signatures on the payment plan contract.

Termination of Services:

You may terminate this services agreement at any time, provided you have paid for all services delivered by Ketrina Jordan of Special Education Advocate of DeKalb, LLC. Ketrina Jordan of Special Education Advocate of DeKalb, LLC may terminate this contract at any time in the event of nonpayment of fees or in the event irreconcilable differences between Ketrina Jordan and the client(s) develop.

Signature:

By signing this services agreement, you acknowledge that you have read and understand this agreement and agree to all its provisions.

Client (s): _____,

Date: _____

Ketrina Jordan
Special Education Advocate, LLC _____

Date: _____