

Notice of Meeting

To the parent(s) of _____ Date _____

You are invited to a meeting to:

- ☐ Review evaluation / re-evaluation data and consider your student's eligibility for special Education and related services.

If student is determined to be eligible, the team will also:

- ☐ Discuss / develop an individualized education program (IEP) for your student, and consider the educational placement of your student.
Enclosed is a copy of the Procedural Safeguards.
- ☐ Consider transition services including post-secondary goals. Your student is invited to participate.
- ☐ An outside agency representative will be invited, as described below, with your consent (see attached consent form).
- ☐ Discuss the educational placement of your student.
- ☐ Other _____

The meeting is scheduled as follows:

Date _____ Time _____ Location _____

Participants we expect to be in attendance, who will be invited by school personnel:

☐ LEA Representative _____☐ Special Education Teacher _____☐ Regular Education Teacher _____☐ Student (as appropriate) _____

Name _____ Position / Agency _____

Name _____ Position / Agency _____

Name _____ Position / Agency _____

Name _____ Position / Agency _____

Name _____ Position / Agency _____

Name _____ Position / Agency _____

*If any IEP team member will not be attending the IEP meeting, complete and attach the form**"IEP team member not attending" prior to the meeting.*

You may bring other individuals who have knowledge or special expertise regarding your student. At your request the Part C service coordinator or other representatives of the Part C system may be invited to participate at the initial IEP meeting for a student previously served under Part C of the IDEA. Please notify the person listed below and he/she will extend the invitation. If you plan to do so, or if this is not a convenient time and place, please contact:

_____ at: _____

Copy to parent and to file.