

Student Name _____

This invitation requests your attendance at a meeting concerning the educational program/needs of your child. You have the opportunity to participate in any meeting regarding the identification, evaluation, educational placement, and the provision of a free appropriate public education for your child. Meetings are scheduled at a mutually agreed upon place and time by you and the school district. If you are unable to attend the meeting, you may request participation through other means such as a telephone call, conference call, or videoconferencing.

Invitation to Attend Meeting

Date _____

To: _____

From: _____ Position: _____ Phone _____

Re: **Student Name** _____

Date of Birth _____ Age _____ Grade _____

Meeting Purpose

- to plan for eligibility evaluation to discuss eligibility evaluation to develop initial IEP
- to conduct annual IEP review to discuss current IEP(e.g., goals, services) to discuss transition plan
- to discuss present placement to propose a change of placement to discuss exit/reevaluation
- to discuss functional behavior assessment to discuss extended school year plan
- to discuss reevaluation to discuss behavior intervention plan
- to conduct manifestation determination to discuss disciplinary action that is a change of placement
- to discuss plan for non-special education certificated staff to provide specially designed instruction
- other: _____

Meeting Time and Place

The meeting has been scheduled for: _____ (date) _____ (time) _____ (place)

Please let me know if this time is convenient for you by contacting me at _____.

This is written confirmation of a previously arranged meeting per our conversation on ____/____/____

This is written confirmation of the meeting per our conversation on ____/____/____ during which you indicated you will not be able to attend a meeting, but wanted school-based team members to proceed with an IEP meeting.

This is a second or third notice of a scheduled meeting. First notice was made on _____
Second notice was made on _____

If you need an interpreter or any other accommodation during this meeting, please contact me at the phone number listed above.

People Attending

People who will be in attendance include:

- administrator or designee general education teacher special education teacher
- school psychologist/test interpreter (attendance required for eligibility and initial IEP and exit meetings)
- student (attendance is required for transition service planning)
- other: _____
- other: _____
- other: _____

If you wish, you may invite other individuals to participate in the meeting. The individuals may have special knowledge or expertise regarding your student, or may be there as a support to you. Please contact me at the number listed above if you intend to bring additional participants.

This meeting is an important opportunity for you to have input into your student's educational program. I welcome and encourage your attendance and participation.

Notice of Procedural Rights for Special Education Students and Their Families **is** attached. (required for IEP meetings)

Notice of Procedural Rights for Special Education Students and Their Families **is not** attached but may be obtained by contacting me at _____.

Parent Teacher File Therapist File Compliance File