

Notice of Meeting

Local Education Agency: _____ **Date:** ____/____/____

Dear _____:

This letter is to invite you to a meeting for _____ in order to:

- Develop a special education Evaluation Plan (an initial evaluation or re-evaluation)
- Review information and decide special education eligibility or a proposed change to the child/student's identification/disability.
- Develop, revise or annually review an Individualized Education Program (IEP) (this may include a discussion of a proposed change in an educational placement or the provision of a Free Appropriate Public Education and a discussion of postsecondary goals and services)
- Meet for another reason, as described: _____

If you would like to receive copies of documents (i.e. evaluation reports, test results) or any other portion of your child's educational record prior to the meeting, please contact me.

The meeting is scheduled for ____/____/____ from _____ at _____.

If the time or location is not convenient, please contact me by ____/____/____ at _____ or write to me at this address: _____ so we may either reschedule or talk about other ways that you can participate in the meeting.

In addition to you, the following people have been invited by the school (**parents also have the right to invite others, in their opinion, with knowledge or expertise of the child**) to attend this meeting:

Designated Evaluation or IEP Team Members	Position/Affiliation
_____	Student (when appropriate)
_____	Local Education Agency Representative
_____	Special Educator or Service Provider
_____	General Education Teacher
_____	Individual to interpret educational implications
_____	Individual who conducts diagnostic evaluations

Others invited to attend with knowledge of the student and/or for Post-Secondary Transition Planning.

Name	Position/Affiliation
_____	_____
_____	_____
_____	_____
_____	_____

Sincerely,
Signature: _____
Printed Name and Position: _____

Enclosures:

Form 1