# Notice of Meeting

(USBE Rules III.H.)

District/School:

To the Parent(s) of: Date of Notice:

You are invited to a meeting to discuss/develop/determine:

[ ]  Evaluation/reevaluation data and consider your student’s eligibility for special education and related services.

[ ]  Individualized Education Program (IEP) and educational placement for eligible students.

[ ]  Postsecondary goals and postsecondary transition services for eligible students. Your student is invited to participate.

[ ]  An outside agency representative will be invited, as described below, with your consent. (See attached consent form.)

[ ]  Other:

The meeting is scheduled as follows:

Date: Time: Location:

**You may bring other individuals who have knowledge or special expertise about your student. For a student previously served under Part C of the IDEA, the Part C Service Coordinator, or other representatives of the Part C system, may be invited to participate at the initial IEP meeting at your request. If you want Part C personnel and/or if this is not a convenient time and place, please contact: at:**

Names of the participants we expect to be in attendance, who will be invited by school personnel:

[ ]  LEA Representative:

[ ]  Student (as appropriate):

[ ]  Regular Education Teacher:

[ ]  Special Education Teacher:

[ ]  Related Services Provider:

[ ]  Agency Rep/Position:

[ ]  Agency Rep/Position:

[ ]  Agency Rep/Position:

[ ]  Other:

[ ]  Other:

[ ]  Other:

***NOTE to LEA:*** If any required member of the IEP team will not be attending the IEP meeting, complete and attach the *IEP Team Member Not Attending* form prior to the meeting (USBE Rules III.F.)

Copy to parent and to file.