# 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.