

**INVITATION TO PARTICIPATE
IN THE IEP TEAM MEETING OR OTHER MEETING: ANNOTATED**

***** School Age

Date:

Name and Address of Parent:

Child's Name:

Dear

This notice is to invite you to attend and participate in:

- Individualized Education Program Team Meeting
- Other meeting (specify):

ANNOTATION:

The invitation is issued to invite the parents and the student, when applicable, to:

1. An IEP meeting, or
2. Other meeting. If *Other meeting* is checked, the type of meeting must be explained. Examples of *Other meeting* could be when the IEP team decides to meet to review the need for additional data, a meeting to discuss the child's progress, a meeting with adult agencies for transition services, a meeting to discuss evaluation results, and a meeting to revise a student's academic schedule. An invitation to the parents must be sent any time the IEP team meets.

The purpose of this meeting is to: *(Check all that apply)*

- Discuss the results of the team evaluation that concluded that your child is a child with a disability and in need of special education. An Individualized Education Program (IEP) will be developed at the meeting and a recommendation will be made regarding the educational placement of your child.
- Discuss your child's current IEP to review and revise it as needed.
- Other:

ANNOTATION:

This section clarifies the purpose of the meeting. If you choose *other* you must specify the reason.

Transition Planning: *For a child who will be at least 16 years of age during this IEP.*

- (For parents)* We are inviting your son/daughter to attend this meeting. We are also inviting representative(s) from the following agency or agencies as listed below.
- (For student)* Develop or review a statement of your need for transition services. We are also inviting representative(s) from the following agency or agencies as listed below.

ANNOTATION:

LEAs must invite the student to the IEP meeting if the child will be at least 16 years of age during the duration of this IEP. In addition, an LEA must invite a student of any age to attend his/her IEP meeting if transition planning is being done as part of the IEP. This form provides documentation that the student was invited.

The team meeting has been tentatively scheduled for this location _____ at the following date and time: _____. If this time, date or location is not convenient, please contact me as soon as possible so we can arrange a time and place which are mutually convenient.

Name and Title:

Phone Number:

Address:

ANNOTATION:

The meeting must be conducted at a time/location that is mutually convenient. This section proposes a time and location for the meeting. Should the time/location be inconvenient, parents may contact the person listed above to discuss alternate plans. Meetings may also be held via videoconferences and conference calls.

Under law, members of the IEP team shall not be required to attend an IEP meeting in part or whole if the parents of a child with a disability and the Local Education Agency (LEA) agree that the attendance of such member is not necessary because that member's curriculum area or related service is not being discussed. If a member's area of expertise is being discussed, that member of the IEP team may be excused from attending an IEP meeting if the parent and LEA consent to the excusal and the member submits in writing to the parent and IEP team input into the development of the IEP prior to the meeting.

The following people are expected to attend or participate in the IEP development.

NAMES OF IEP TEAM MEMBERS	ROLE*	ATTENDANCE NECESSARY Y/N	EXCUSED AND WILL SUBMIT INFORMATION IN WRITING Y/N

* Denotes this person's involvement in your child's IEP development. Examples: regular education teacher, Local Education Agency representative, etc.

ANNOTATION:

If the parent is being invited to an IEP meeting, the purpose of this section is to inform parents of the IEP team membership. If it is an *Other meeting*, this section does not have to be completed. The LEA must indicate the names, roles and whether or not each member will be required to attend the meeting. The LEA also must indicate if a member will be excused, but will be submitting, in writing, his/her input to all team members prior to the meeting.

In addition, for students age 16, or younger if determined appropriate by the IEP team, when appropriate and with parental consent, the LEA must invite any representative of a participating agency likely to be responsible for providing or paying for transition services. The name of that representative also would be listed in the grid above. The parent has the right to not give consent to the LEA to invite the agency representative to the IEP meeting. If the parent does not want to give consent to the LEA, the parent would check the second option, "I will attend the meeting but do not consent with the IEP team attendance as described above, and request the attendance of required IEP team members."

Both parties must agree in writing about team attendance and excusals. LEAs must complete the chart, and parents must agree in writing. Parents may disagree with the proposed attendance and request the attendance of all required IEP team members.

Excusal from the meeting only applies to the regular education teacher, special education teacher, LEA representative, and others who can interpret the implications of evaluation results.

Parents are strongly encouraged to participate as members of their child's IEP Team. If you would like additional personnel from the local education agency to attend this team meeting or if you have any questions or comments, please contact me. Further, please be advised that you may bring other people to the meeting who have knowledge or special expertise regarding your child.

Please respond to this notice by checking the appropriate option below and return this form (by mail or in person) as soon as possible.

- I will attend the meeting as scheduled, and **agree** with the IEP team participation as described above.
- I will attend the meeting as scheduled, but **do not consent** with the IEP team attendance as described above, and request the attendance of required IEP members.
- I will not attend the meeting.
 - I wish to attend the meeting, but this time and/or location is not convenient. Please contact me to make alternative arrangements.
 - I will need the following accommodations to be made so that I may attend the meeting: _____

Parent Signature

Date

A copy of the *Procedural Safeguards Notice* explaining your rights is available from your child's school.