



Student:	Student UID#	DOB:
School:	Grade:	Age:

INVITATION TO IEP TEAM MEETING

Parent/Guardian Student

Dear:

This invitation is a request that you attend an IEP Team meeting to discuss the unique needs of the student. You may also bring another person(s) who has knowledge or expertise about the unique needs. Although not required for you to notify the school of additional participants, it is helpful in making appropriate arrangements.

Date: **Time:** **Location:**

The purpose(s) listed below may apply to this meeting:

- Discuss the special education referral for an initial evaluation or reevaluation
- Discuss evaluation results to determine eligibility for special education and related services
- Discuss, develop, review and/or revise the individualized education program
- Discuss educational placement
- Other:

The following required members of the IEP Team are expected to attend the meeting: (A Request to Excuse Required IEP Team Member(s) has been obtained if any of the below participants are identified as excused)

- LEA Representative Special Education Teacher
- General Education Teacher Interpreter of Instructional Implications of Evaluation Results

Other participants expected to attend the meeting:

The following agency representative(s) invited to the meeting are: (Consent to invite agency representative(s) must be in the EC file if they are attending to discuss transition services)

If this time is inconvenient, the IEP Team meeting can be rescheduled to a mutually agreeable time. If you are unable to attend or would prefer to participate by alternative means, those details can be arranged. Please use the contact information below to reschedule or arrange alternate means of participation.

EC Case Manager: School:
 Email: Phone:



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RESPONSE TO INVITATION

Please respond to this notice by checking the appropriate option below and return to the student's EC Case Manager prior to the meeting.

- I will attend the meeting as scheduled.
- I will participate in this IEP Team meeting by phone or other means. I can be reached at the phone number listed below on the date/time proposed above.
Phone: (____) _____
- I cannot attend or participate in the meeting at this time. I will contact the EC Case Manager to arrange a mutually agreed upon time.
- I do not wish to attend the meeting.

Signature: _____ Date: ____/____/____