

Notice and Invitation to Attend a Planning Committee Meeting

Date: _____

Dear _____ and _____ :
(parent/guardian) (student; required if 13 years of age or older)

You are invited to attend a meeting for _____

The purpose(s) of this meeting is as follows: (check all that apply)

- To determine initial eligibility for special education programs or related services, and if appropriate, to develop an individualized education plan (IEP) for this student.
- To review the comprehensive three-year special education reevaluation.
- To review and/or revise this student's individualized educational plan.
- To consider the need for a change in the educational status of this student.
- To discuss transition services.
- To discuss an evaluation plan for this student.
- Other purpose or comments: _____

This meeting is scheduled for:
Time: _____ Date: _____ Place: _____

The members appointed by the superintendent are as follows:

Parent or Guardian: _____ MET Representative: _____
 District Representative: _____ Student: _____
 Special Ed. Teacher: _____ Other: _____
 General Ed. Teacher: _____ Other: _____

Members will be responsible for presenting information and to help determine the eligibility, educational needs and the special education programs and/or related services to be provided to your student. **Please be prepared to share any information that might be helpful in making these important decisions.**

You may be accompanied by other persons of your choice at this meeting. A copy of "Procedural Safeguards Available to Parents of Children with Disabilities" is included with this notice. Additional copies may be obtained by calling the administrator of your district. If you wish to have an explanation of the evaluation(s) before an IEP meeting, please contact the person listed below.

Sincerely,

Name: _____ Phone: _____
 Address: _____

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PLEASE DETACH AND RETURN AS SOON AS POSSIBLE (IF NOT CONTACTED EARLIER)

- I plan to attend the meeting at the time and place that appears in this notice.
- I cannot attend the meeting and would like to schedule a different time/place.
- Please hold the meeting without me and send the report as soon as the meeting is completed.

 Signature _____ / _____ / _____
 Date

Name of Student: _____