	Special Education Meeting Notice
Student Name	Today's Date
Parent Name(s)	IEP Manager and Phone Number

An __ **Evaluation Team Meeting** / __ **Individualized Education Program Team** meeting has been

scheduled for _____ at _____. The meeting will be held at _____
Date Time Location

in _____. Topics for discussion will include, but are not limited to:
Room

EVALUATION TEAM MEETING

- Any information you would like to share with the team
- Current classroom-based assessments
- Observations by teachers and related service providers
- Results of assessments in all areas related to the suspected disability
- The determination of a disability
- The determination of the need for special education and related services
- Recommendations for consideration by the IEP team regarding special education and related services
- Individual Family Service Plan (IFSP) for a 3 year old

IEP MEETING

- Parent and student information regarding strengths, educational concerns and preferences/interests
- Consideration of special factors such as behavior, communication, limited English proficiency, and need for assistive technology
- Participation in state/districtwide assessments
- Extended school year
- Measurable annual goals and short-term objectives or benchmarks
- Participation in the general education program
- General education accommodations and modifications
- Special education and related services
- Responsibilities for implementing the IEP

For students age 16 and older:

- Secondary transition plan that includes needs and/or services
- Graduation from high school
- Transfer of parental rights to the adult student
- Postsecondary goals

Those invited to attend include: (check all that apply)

- ☒ Parent(s)/Guardian/Surrogate
- ☐ Student*
- ☒ Administrator or Designee
- ☒ Regular Education Teacher(s)**
- ☒ Special Education Teacher(s) or Speech/Language Pathologist
- ☐ Speech/Language Pathologist
- ☐ School Psychologist
- ☐ Part C Service Coordinator
- ☐ Other Specialist (specify):_____
- ☐ Outside Agencies (specify):_____

*The school district is required to invite the student if the IEP team will be considering postsecondary goals and transition services.
**The school district is not required to invite a regular education teacher for a Evaluation Team Meeting and/or IEP meeting for three and four year olds.

- In addition to those people listed above, you may invite other individuals to participate who have knowledge or special expertise regarding the student. The topics above are those proposed for discussion. This does not limit the topics related to this student's educational program that can be discussed at the meeting.

Please review the *Procedural Safeguards in Special Education* pamphlet as it describes the procedural safeguards in special education. Please contact the IEP Manager if you have questions prior to the meeting.

For Informational Purposes Only