

### Notice of Meeting

To the parents of \_\_\_\_\_ Date \_\_\_\_\_

You are invited to a meeting to:

- Review evaluation / re-evaluation and consider your student's eligibility for special education.
- Discuss / develop an individualized education program (IEP) for your student.  
**Enclosed is a copy of the Procedural Safeguards.**
- We will be considering transition services. Your student is invited to participate.
- Discuss the education placement of your student.

Other \_\_\_\_\_

The meeting is scheduled as follows:

Date \_\_\_\_\_ Time \_\_\_\_\_ Room # \_\_\_\_\_

Participants invited to attend:

- LEA Representative \_\_\_\_\_
- Special Education Teacher \_\_\_\_\_
- Regular Education Teacher \_\_\_\_\_

Name \_\_\_\_\_ Position / Agency \_\_\_\_\_

Name \_\_\_\_\_ Position / Agency \_\_\_\_\_

Name \_\_\_\_\_ Position / Agency \_\_\_\_\_

Name \_\_\_\_\_ Position / Agency \_\_\_\_\_

Name \_\_\_\_\_ Position / Agency \_\_\_\_\_

Name \_\_\_\_\_ Position / Agency \_\_\_\_\_

If this is not a convenient time and place or if you plan to bring other individuals who have knowledge or special expertise regarding your student, please contact:

\_\_\_\_\_ at: \_\_\_\_\_