NOTICE OF INVITATION TO COMMITTEE MEETING

To: ___________________________  Date: ___________________________

You are invited to a meeting to discuss your child’s, ___________________________ education services and program. Your participation is very important! We encourage you to participate in this committee meeting. Please let us know if you would like us to reschedule this meeting to a more convenient time that will permit you to attend. A copy of the Procedural Safeguards is included with this letter. You may be accompanied to this meeting by a third party if you wish. If you choose to bring a third party, we request three days’ notice before the meeting.

TIME: ___________________________  DATE: ___________________________

LOCATION: ___________________________

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

☐ To determine if your child needs a comprehensive evaluation and to plan the initial evaluation.
☐ To discuss your child’s evaluation and to determine if your child is eligible for special education.
☐ To determine if your child needs additional assessment for a reevaluation and to plan the reevaluation.
☐ To discuss your child’s reevaluation and to determine if your child continues to be eligible for special education.

Individualized Education Program [IEP]
☐ To develop an initial or annual IEP for your child.
☐ To review your child’s IEP and to revise it, if necessary.
☐ To develop or revise your child’s transition plan.
☐ To determine if your child needs Extended School Year (ESY) services.

☐ Other: ___________________________

☐ To determine your child’s most appropriate placement.
☐ To discuss disciplinary actions.
☐ To conduct a manifestation determination.
☐ To develop, review, or revise a behavior support plan.
☐ Other: ___________________________

Other people who have been invited to this meeting include:

<table>
<thead>
<tr>
<th>Agency Representative:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Teacher:</td>
<td>Other:</td>
</tr>
<tr>
<td>Special Education Teacher:</td>
<td>Other:</td>
</tr>
</tbody>
</table>

☐ Notice of Invitation to Committee Meeting Reply.
☐ Procedural Safeguards Notice.
☐ Other: ___________________________

Please respond to this Notice of Invitation to Committee Meeting by completing the Notice of Invitation to Committee Meeting Reply letter included and returning within 5 days. If you have any additional questions or concerns, please contact me using the number below.

Sincerely,

___________________________  Phone Number: ___________________________

Name and Title

02/01/17  Special Education: Organization of Educational Records  Policy XII.3.1