Student Name John Smith Student ID 981957925

This invitation requests your attendance at a meeting concerning the educational program/needs of your child. You have the opportunity to participate in any meeting regarding the identification, evaluation, educational placement, and the provision of a free appropriate public education for your child. Meetings are scheduled at a mutually agreed upon place and time by you and the school district. If you are unable to attend the meeting, you may request participation through other means such as a telephone call, conference call, or videoconferencing.

Invitation to Attend Meeting

To: Rachel Smith Date: 2/10/08

From: Lisa Learn Position: Head Teacher Phone (206) 543-4011

Re: **Student Name** John Smith **Student ID** 981957925

Date of Birth 9/26/2002 Age 4 Grade Pre IEP Case Manager Lisa Learn

Building EEU

Meeting Purpose

	to discuss eligibility evaluation		to discuss eligibility evaluation		to develop initial IEP
	to conduct annual IEP review		to discuss current IEP(e.g., goals, services)		to discuss transition plan
	to discuss present placement	X	to propose a change of placement		to discuss exit
	to discuss functional behavior assessment		to discuss extended school year plan		
	to discuss reevaluation		to discuss behavior intervention plan		
	to conduct manifestation determination		to discuss disciplinary action that is a change of placement		
	to discuss plan for non-special education certificate staff to provide specially designed instruction				
	other:				

"to propose change of placement"

Meeting Time and Place

The meeting has been scheduled for: 2/25/08 (date) 3:15pm (time) EEU Room 130 (place)

Please let me know if this time is convenient for you by contacting me at (206) 543-4011

X	This is written confirmation of a previously arranged meeting per our conversation on	1 / 23 / 08
	This is written confirmation of the meeting per our conversation on	/ / during which you indicated
	you will not be able to attend a meeting, but wanted school-based team members to proceed with an IEP meeting.	
	This is a second or third notice of a scheduled meeting. First notice was made on	
	Second notice was made on	

If you need an interpreter or any other accommodation during this meeting, please contact me at the phone number listed above.

People Attending

People who will be in attendance include:

X	administrator or designee	X	general education teacher	X	special education teacher
	school psychologist/test interpreter (attendance required for eligibility and initial IEP and exit meetings)				
	student (attendance is required for transition service planning)				
X	other: SLP				
X	other: OT				
	other:				

If you wish, you may invite other individuals to participate in the meeting. These individuals may have special knowledge or expertise regarding your student, or may be there as a support to you. Please contact me at the number listed above if you intend to bring additional participants.

This meeting is an important opportunity for you to have input into your student's educational program. I welcome and encourage your attendance and participation.

	Notice of Procedural Rights for Special Education Students and Their Families ***is*** attached. (required for IEP meetings)
X	*Notice of Procedural Rights for Special Education Students and Their Families* ***is*** not attached but may be obtained by contacting me at the number listed above.

__ Parent __ Teacher File __ Therapist File __ Compliance File