TO:       DATE:

FROM:       WRITTEN NOTICE NUMBER:

**I am inviting you to attend a meeting to discuss the educational needs of:**

CHILD’S NAME:       DATE OF BIRTH:

**PURPOSE FOR MEETING:** (Check all that apply)

To determine if a child has a suspected disability

To develop an evaluation plan

To determine eligibility for services as a child with a disability

To develop, review, and/or revise the student’s IEP

To determine reevaluation needs

To discuss transition from early childhood to school-age programs

To discuss transition from school-age to secondary programs/activities

To discuss disciplinary matters

At your request to discuss:

Other:

**THIS CONFERENCE WILL BE SCHEDULED AS A:** (Check all that apply)

Face to face meeting  Video conference  Telephone conference/Conference Call

DATE:       TIME:       LOCATION:

**OTHER PERSONS WHO HAVE BEEN INVITED TO ATTEND THIS MEETING INCLUDE:**

General Education Teacher

Intervention Specialist

Speech and Language Pathologist

Student

School Psychologist

District Representative

Other:

You are welcome to bring any information, including formal or informal test results, work samples, etc., to the meeting. You may bring someone who has knowledge or special expertise regarding your child or someone to assist you at the meeting.

If you would like to schedule the conference at a different time, date or location, or schedule a different type of meeting, or if you require an interpreter, please contact:

CONTACT:       PHONE:

CUT

**RESPONSE TO PARENT INVITATION**

**COMPLETE AND RETURN TO THE CHILD’S SCHOOL**

CHILD’S NAME:       DATE OF BIRTH:

I **will** attend/participate  I **will not** attend/participate

Another/Others will accompany me (optional)

I would like the location of this meeting changed to:

I would like to change the type of meeting to:

I would like this meeting rescheduled for the following suggested date and time:

A bilingual or sign language interpreter is requested. Desired language/mode of communication:

**PARENT/GUARDIAN SIGNATURE: DATE:**