



# SoonerStart Early Intervention Program Notification of Meeting (Written Notice)

Family's Name:	Child's Name:	Date of Birth:
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**We would like to meet with you to discuss your child's:**

- Intake/screening
- Evaluation/Assessment
- Re-Evaluation
- Individualized Family Service Plan (IFSP)
- Review of the IFSP
- Transition from SoonerStart and/or Transition Planning Conference (TPC)
- Other \_\_\_\_\_

**Action Proposed:**

SoonerStart is proposing a meeting with you regarding the activity(ies) checked above. The SoonerStart program is required to provide you with written notice early enough before the meeting date to ensure that you and other participants will be able to attend.

**Location, Date and Time:**

<b>Location:</b>		<b>Address:</b>	
<b>Date:</b>		<b>Time:</b>	

**Description:**

This meeting will provide an opportunity to discuss the SoonerStart program and/or your child's SoonerStart services as well as any changes that may be necessary for the provision of appropriate services. At the discretion of the parent or the SoonerStart program, other individuals who have knowledge or expertise regarding your child; specialized services and/or educational services (if appropriate) may be invited to attend. You will be provided with prior written notice before any further actions are taken by the SoonerStart program.

**Invited to Attend:**

Name	Title/Agency	Name	Title/Agency

**SoonerStart Contact Information:**

Please contact the person listed below by \_\_\_/\_\_\_/\_\_\_ to confirm your attendance or suggest other arrangements. Your child's SoonerStart services will not be initiated or changed prior to the meeting to ensure your opportunity to participate. Translation or interpretation will be arranged upon request. If you have any questions regarding your procedural safeguards or this notification, please contact:

Signature of SoonerStart Official:	SoonerStart Site:	Phone:	Date:
Address:	City:	State: OK	Zip:

**Office Use:**

<input type="checkbox"/> U.S. Mail    Date Mailed:	<input type="checkbox"/> Personal Delivery    Date Delivered:
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