

MEETING INVITATION GUIDANCE

SPECIAL EDUCATION - GUIDANCE BRIEF



Parents must be notified early enough to give them an opportunity to ensure that they have an opportunity to participate. The team should schedule the meeting at a mutually agreeable time and location.



INVITATION FOR MEETING

Name of Child: Ima Test
Birthdate: 12/25/2011
Age: 9
Grade: 4th Grade
State Testing Number: 88532456
District/Agency: OK ezUI PCG UAT site

Date: _____ To: _____

We would like to meet with you to discuss: _____

On: _____	Location of Meeting _____	at _____	Address _____
	Date _____	Time _____	

This meeting will provide an opportunity to discuss your child's educational program and any changes that may be necessary for provision of appropriate services. Students must be invited to attend meetings for the purpose of considering transition services no later than the beginning of the student's ninth grade year or upon turning 16 years of age, whichever occurs first. As the parent, you will decide whether your minor child will attend. Representative(s) from agencies that may be responsible for providing transition services shall be invited to the meeting, with prior written parental consent. At your discretion or the agency's discretion, other individuals who have knowledge or special expertise regarding the child may also be a member of the IEP team.

The persons indicated below are required to attend:

Parent
General Education Teacher
Special Education Teacher
Administrative Representative

The persons indicated below are invited to attend:

Please contact the person at the address, phone number, or email address below by as to whether you can meet at the mutually agreed upon time and place suggested or if other arrangements convenient for you should be made. If neither parent can attend, the agency shall make other methods of participation available to the parent, including individual or conference telephone calls and copies of the IEP. Your child's educational program and services will not be changed prior to the meeting to ensure your opportunity to participate. Translation/interpretation will be arranged upon request. Parents have protection under the procedural safeguards. If you have any questions regarding this notice or your rights, please contact the person listed on this form. Additional resources can be located within the Parents Rights in Special Education: Notice of Procedural Safeguards To obtain a copy, contact EDPlan Admin Test.

From EDPlan Admin Test 1112223334 email@email.com
Teacher of Record Phone Email

Elementary School B 4578 Main Street Tulsa OK 12345
School Street Address/P.O.Box City State Zip

Signature _____ Date _____

Purpose of the meeting must be indicated.

Location and time of the meeting must be listed.

Information regarding the participation of other individuals in the meeting. Beginning no later than the student's 9th grade year or turning 16, the student should also be invited.

All who will be in attendance should be listed here.

Information about parent rights and who to contact to receive a copy of the procedural safeguards is located at the bottom of the document.

If neither parent can attend the meeting, then the team must use alternate means to allow for parent participation, such as phone conference or virtual meetings. In the case that parents still cannot attend, there must be detailed documentation of attempted parent contact (including, but not limited to, phone calls, correspondence and home visits). Use an interpreter when necessary to ensure parent understanding of the IEP team meetings.

The contents of this handout were developed under a grant from the U.S. Department of Education. However, the content does not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the federal government.

Oklahoma State Department of Education, Special Education Services (405) 521-3351 | <http://sde.ok.gov/sde/special-education>