

**NOTICE AND INVITATION TO ATTEND
A PLANNING COMMITTEE MEETING**

Dear _____

Date: _____

You are invited to attend a meeting for _____
(Name of Student)

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

- To determine initial eligibility for special education programs or related services, and if appropriate, to develop an individualized education plan (IEP) for this student.
- To review the comprehensive three-year special education reevaluation.
- To review and/or revise this student's individualized educational plan.
- To consider the need for a change in the educational status of this student.
- To discuss transition services.
- To discuss an evaluation plan for this student.
- Other purpose or comments: _____

This meeting is scheduled for:

Time: _____ Date: _____ Place: _____

The members appointed by the superintendent are as follows:

Parent or Guardian: _____	MET Representative _____
District Representative: _____	Student: _____
S.E. Teacher: _____	Other: (name & role) _____
G.E. Teacher: _____	Other: (name & role) _____

Members will be responsible for presenting information and to help determine the eligibility, educational needs and the special education programs and/or related services to be provided to your student. **Please be prepared to share any information that might be helpful in making these important decisions.**

- You may be accompanied by other individuals who have knowledge or special expertise regarding your child.
- A copy of "Procedural Safeguards for Parents of Students with Disabilities" is included with this notice.
- Additional copies of "Procedural Safeguards for Parents of Students with Disabilities" may be obtained by calling the administrator of your district.
- If you wish to have an explanation of the evaluation(s) before an IEP meeting, please contact the person listed below.

Sincerely, (name & address)

Phone: _____

PLEASE DETACH AND RETURN AS SOON AS POSSIBLE (IF NOT CONTACTED EARLIER)

- I plan to attend the meeting at the time and place that appear in this notice.
- I cannot attend the meeting and would like to schedule a different time/place.
- Please hold the meeting without me and send the report as soon as the meeting is completed.

Signature Date

Name of Student: _____