

**INVITATION TO PARTICIPATE IN THE IEP TEAM MEETING OR OTHER MEETING (ANNOTATED)**

Child's Name:

**INVITATION TO PARTICIPATE IN THE INDIVIDUALIZED EDUCATION PROGRAM (IEP) TEAM MEETING OR OTHER MEETING (ANNOTATED)**

**School Age**

**ANNOTATION:**

The *Invitation to Participate in the Individualized Education Program (IEP) Team Meeting or Other Meeting* is issued to invite the parents and the student, if appropriate, to a meeting to discuss special education programs and services.

Child's Name: \_\_\_\_\_

Date Sent (mm/dd/yy): \_\_\_\_\_

Name and Address of Parent/Guardian/Surrogate:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*For LEA Use Only:*  
Date of Receipt of Parental  
Response to Invitation

**ANNOTATION:**

For LEA Use Only Box: Record the business date that the Invitation is delivered to the LEA. This form will act as documentation that the parent was invited to participate as a member of the IEP team.

Dear \_\_\_\_\_ :

We would like to invite you to a meeting to talk about special education programs and services for your child.

**The purpose of this meeting is to: (Check all that apply)**

- Discuss the results of the team evaluation of your child. An *Individualized Education Program (IEP)* will be developed at the meeting.
- Discuss your child's current *IEP* to review and revise it as needed.
- Other: \_\_\_\_\_

**ANNOTATION:**

This section explains the purpose for the meeting. Three options are listed above: (Box 1) If an *IEP* is being developed for the first time for a child. (Box 2) If an *IEP* is being reviewed or revised. (Box 3) Other meetings related to special education programs. If Other is checked, the type of meeting must be explained. Examples of other meetings could be when the IEP team decides to meet to review the need for additional data, discuss the child's progress, plan transition services with adult agencies, or discuss evaluation results.

**Transition Planning and Services - For a child who will be age 14 or younger if determined appropriate by the IEP team.**

- (For parents) We are inviting you and your son/daughter to attend this meeting to determine the need for and/or develop appropriate measurable postsecondary goals and a statement of transition services needed to assist your child in reaching these goals. We also are inviting representative(s) from the agency or agencies as listed below.
- (For student) We are inviting you to develop or review a statement of your need for transition services. We also are inviting representative(s) from the agency or agencies as listed below.

## INVITATION TO PARTICIPATE IN THE IEP TEAM MEETING OR OTHER MEETING (ANNOTATED)

Child's Name:

### ANNOTATION:

LEAs must invite the student to the IEP team meeting if he/she will be 14 years old, or younger if determined appropriate by the IEP team, during the duration of the *IEP*. Federal law allows transition planning to take place earlier than age 14 when it is determined to be appropriate by the IEP team. In addition, an LEA must invite a student of any age to attend his/her IEP team meeting if transition planning is being discussed as part of the *IEP*. A separate Invitation or cover letter addressed to the student is required and will provide documentation that the student was invited to the IEP team meeting.

### IEP Team Meeting - Invited IEP Team Members

As the parent, you are a member of your child's IEP team, and we, the Local Education Agency (LEA) want you to attend the IEP meeting. Listed below are the other team members we are inviting. In addition, you may bring other people to the meeting who have knowledge or expertise regarding your child. If you have any questions or comments about this, please contact me as soon as possible.

Role	Name
LEA Representative	
Special Ed. Teacher	
Regular Ed. Teacher	
Child *	
Teacher of the Gifted ***	

Role	Name
Community Agency Rep. **	
Career/Tech Ed. Rep. **	
Other	

\* Child must be invited if postsecondary goals and secondary transition will be considered

\*\* As determined by the parent and LEA as needed for transition services and other community services

\*\*\*A teacher of the gifted is required when writing an *IEP* for a student with a disability who also is gifted

### ANNOTATION:

The purpose of this section is to inform parents of the IEP team membership. The required team members for an IEP meeting are as follows:

- The parents of the child;
- Not less than one regular education teacher of the child (if the child is, or may be, participating in the regular education environment);
- Not less than one special education teacher of the child, or where appropriate, not less than one special education provider of the child;
- A representative of the LEA who -
  - (a) is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;
  - (b) Is knowledgeable about the general education curriculum; and
  - (c) Is knowledgeable about the availability of resources of the public agency;
- An individual who can interpret the instructional implications of evaluation results, who may already be a member of the team in some other capacity;
- At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate; and
- Whenever appropriate, the child with a disability.

In addition, for students age 14 or younger (Federal law allows transition planning to take place earlier than age 14 when it is determined to be appropriate by the IEP team) the LEA must invite a representative of a participating agency likely to be responsible for providing or paying for transition services. The name of that representative also would be listed as an IEP team participant. If the representative of the outside agency is solely fiscally responsible to pay for services and is not providing services, parental consent is required and the parent has the right to not give consent to the LEA to invite the agency representative to the IEP team meeting.

**INVITATION TO PARTICIPATE IN THE IEP TEAM MEETING OR OTHER MEETING (ANNOTATED)**

Child's Name: \_\_\_\_\_

**We suggest these arrangements for the meeting:**

Date: \_\_\_\_\_  
Location: \_\_\_\_\_  
Time: \_\_\_\_\_

**DIRECTIONS FOR PARENT/GUARDIAN/SURROGATE:**

Please respond to this notice by checking the appropriate option(s) below and returning this form (by mail or in person) as soon as possible. Please sign and date.

**I. My Attendance**

- I will attend the meeting.
- I will NOT attend the meeting.
- I wish to attend the meeting, but this time and/or location is not convenient. I prefer to meet at the following date: \_\_\_\_\_  
and time: \_\_\_\_\_

Please contact me to make alternative arrangements.

**II. Accommodations**

- I will need an interpreter.
- I will need the following accommodations so that I may participate:  
\_\_\_\_\_

**ANNOTATION:**  
The LEA must take reasonable steps to ensure that one or both of the parents of a child with a disability are present at each IEP team meeting or are given the opportunity to participate including notifying the parents of the meeting early enough to ensure they will have an opportunity to attend, and scheduling the meeting at a mutually agreed on time and place. The LEA must also make reasonable accommodations to ensure parental participation.

**SIGN HERE:**

\_\_\_\_\_  
Parent/Guardian/Surrogate Signature

\_\_\_\_\_  
Date (mm/dd/yy)

**PLEASE RETURN THIS FORM TO:**

Name and Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INVITATION TO PARTICIPATE IN THE IEP TEAM MEETING OR OTHER MEETING (ANNOTATED)

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A copy of the *Procedural Safeguards Notice* is available upon request from your child's school. This document explains your rights, and includes state and local advocacy organizations that are available to help you understand your rights and how the special education process works.

For help in understanding this form, an annotated *Invitation to Participate in the IEP Team Meeting* is available on the PaTTAN website at [www.pattan.net](http://www.pattan.net) Type "Annotated Forms" in the Search feature on the website. If you do not have access to the Internet, you can request the annotated form by calling PaTTAN at 800-441-3215.