

Notice of Conference

Date: _____

Person(s) Receiving Notice (check one): Parent/Guardian Student

Name: _____

This notice is to inform you that a meeting regarding _____		
	Student's Name	
will be held on _____	at _____	in _____
(Date)	(Time)	(Location)

The purpose of the meeting is to (check all that apply):
<input type="checkbox"/> Consider a referral for special education and related services
<input type="checkbox"/> Conduct an Existing Data Review (EDR) as part of an initial evaluation or re-evaluation
<input type="checkbox"/> Determine initial or continued eligibility for special education and related services
<input type="checkbox"/> Develop an initial Individualized Education Program (IEP)
<input type="checkbox"/> Review/Revise the IEP
<input type="checkbox"/> Consider Extended School Year Services (ESY)
<input type="checkbox"/> Consider Post-secondary Transition
<input type="checkbox"/> Conduct a Manifestation Determination
<input type="checkbox"/> Consider/conduct a Functional Behavior Assessment
<input type="checkbox"/> Other _____

The following persons will attend the meeting [Name and role]:
<input type="checkbox"/> Parent/Guardian _____ <input type="checkbox"/> Regular Ed /EC Teacher* _____
<input type="checkbox"/> Student (when appropriate) _____ <input type="checkbox"/> Special Ed. Teacher* _____
<input type="checkbox"/> Individual to interpret instructional implications of evaluation results* _____
<input type="checkbox"/> Local Education Agency Representative* _____
<input type="checkbox"/> Agency Representative (s) for post-secondary transition
Agency Name _____
Agency Name _____
<input type="checkbox"/> Part C Representative (if applicable)** _____
<input type="checkbox"/> Other _____
<i>*Required IEP Team Members</i>
<i>**At the request of the parents, the public agency must send an invitation to the Part C Service Coordinators or their representative at the initial IEP meeting.</i>

The agency AND the parents have the right to invite any other participants they feel have knowledge or special expertise of the student. The determination of knowledge or special expertise shall be made by the party (parent or public agency) who invites the individual to be a participant at the meeting.

Please contact me at (insert LEA phone/email) as soon as possible to confirm your attendance, arrange alternate methods of participation (e.g., phone conference or other electronic medium) OR if unable to participate, reschedule for another time and date.

Sincerely,

Name Title Date

Student's Name: _____

Contact Log

<p>First Contact: _____ mm/dd/yyyy</p> <p><input type="checkbox"/> Verbal <i>(must include all components of written notice):</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> Phone <input type="checkbox"/> Personally Presented</p> <p>Parent/Guardian Response:</p> <p><input type="checkbox"/> Will attend meeting in person <i>(follow up with written notice and proceed with meeting)</i></p> <p style="margin-left: 40px;"><input type="checkbox"/> Agree to less than 14 days' notice <input type="checkbox"/> Request more than 14 days' notice</p> <p><input type="checkbox"/> Request alternate means of participation <i>(follow up with written notice and proceed with meeting)</i></p> <p style="margin-left: 40px;"><input type="checkbox"/> Agree to less than 14 days' notice <input type="checkbox"/> Request more than 14 days' notice</p> <p><input type="checkbox"/> Cannot attend, please reschedule <i>(follow up with written notice for different date/time and proceed with meeting)</i></p> <p><input type="checkbox"/> Do not wish to attend <i>(follow up with written notice and proceed with meeting)</i></p> <p><input type="checkbox"/> *Written</p> <p style="margin-left: 40px;"><input type="checkbox"/> Regular mail <input type="checkbox"/> Certified Mail <input type="checkbox"/> Personally Presented <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Other _____</p> <p>Parent Guardian Response:</p> <p><input type="checkbox"/> Will attend meeting in person <i>(follow up with second notice and proceed with meeting)</i></p> <p><input type="checkbox"/> Request alternate means of participation <i>(follow up with second notice and proceed with meeting)</i></p> <p><input type="checkbox"/> Cannot attend, please reschedule <i>(follow up with second notice for different date/time and proceed with meeting)</i></p> <p style="margin-left: 40px;">_____ time mm/dd/yyyy</p> <p><input type="checkbox"/> No response after seven days <i>(follow up with second notice)</i></p> <p><input type="checkbox"/> Do not wish to attend <i>(follow up with second notice and proceed with meeting)</i></p>	<p>Second Contact: _____ mm/dd/yyyy</p> <p><input type="checkbox"/> Verbal <i>(must include all components of written notice):</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> Phone <input type="checkbox"/> Personally Presented <input type="checkbox"/> Voice Mail</p> <p>Parent/Guardian Response:</p> <p><input type="checkbox"/> Will attend meeting in person <i>(proceed with meeting)</i></p> <p><input type="checkbox"/> Request alternate means of participation <i>(proceed with meeting through alternate means)</i></p> <p><input type="checkbox"/> Cannot attend, please reschedule <i>(proceed with third notice for different date/time)</i></p> <p style="margin-left: 40px;">_____ time mm/dd/yyyy</p> <p><input type="checkbox"/> No response, and parent is not present for meeting <i>(proceed with meeting)</i></p> <p><input type="checkbox"/> Do not wish to attend <i>(proceed with meeting)</i></p> <p><input type="checkbox"/> *Written</p> <p style="margin-left: 40px;"><input type="checkbox"/> Regular mail <input type="checkbox"/> Certified Mail <input type="checkbox"/> Personally Presented <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Other _____</p> <p>Parent Guardian Response:</p> <p><input type="checkbox"/> Will attend meeting in person <i>(proceed with meeting)</i></p> <p><input type="checkbox"/> Request alternate means of participation <i>(proceed with meeting through alternate means)</i></p> <p><input type="checkbox"/> Cannot attend, please reschedule <i>(proceed with third notice for different date/time)</i></p> <p style="margin-left: 40px;">_____ time mm/dd/yyyy</p> <p><input type="checkbox"/> No response, and parent is not present for meeting <i>(proceed with meeting)</i></p> <p><input type="checkbox"/> Do not wish to attend <i>(proceed with meeting)</i></p>
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**One written notice is required for all conferences. The referral conference requires the first notice to be provided through registered mail, certified mail, or first class mail.*