

Notice of IEP Meeting

Notice Date:			
Explanation of Procedural Safeguards was included with one or more notices related to this meeting.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parent 1:			
Parent 2:			
Staff Member:			
Position:			
Campus:			
Notice Delivery Method			
<input type="checkbox"/> Sent	<input type="checkbox"/> Given	<input type="checkbox"/> Mailed	<input type="checkbox"/> E-mailed
<p>We would like to invite you to attend an Individualized Education Program (IEP) Meeting to discuss educational programming for _____. We encourage you to attend this meeting as your involvement is an important part of _____ education. If graduation is being discussed, it is a change of placement and, upon graduation a student is no longer eligible for services under IDEA and graduation with a regular high school diploma terminates entitlement to the foundation schools program benefits.</p>			
Meeting Date:			
Meeting Time:			
Meeting Location/Room:			
The purpose of the meeting is to (choose all that apply):			
<input type="checkbox"/> Discuss, at your request, any educational or related service not proposed below <input type="checkbox"/> Initiate special education services if your child meets eligibility criteria <input type="checkbox"/> Review your child's program (including results of any new evaluations) <input type="checkbox"/> Develop and/or review the Individual Education Program (IEP) for your child <input type="checkbox"/> Consider Extended School Year Service <input type="checkbox"/> Consider Transition Services/Other Post-Secondary Needs <input type="checkbox"/> Graduation/Dismissal <input type="checkbox"/> Other			
Why action proposed:			
Options considered before proposing this meeting:			
<input type="checkbox"/> Parent/Teacher Conference <input type="checkbox"/> Continue to rely on previous evaluation/eligibility <input type="checkbox"/> Continue to rely on current placement/IEP <input type="checkbox"/> Continue current elements of FAPE <input type="checkbox"/> Other 1: <input type="checkbox"/> Other 2:			

Why options were rejected:		
The district will invite the student to this meeting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The following persons have been asked to participate in this meeting/discussion: (refer to the Notice Response Form for additional attendee information).		
<input type="checkbox"/> Parent/Adult Student	<input type="checkbox"/> Special Education Representative	<input type="checkbox"/> Other 1:
<input type="checkbox"/> Instructional Representative	<input type="checkbox"/> Assessment/Evaluation Staff Personnel	<input type="checkbox"/> Other 2:
<input type="checkbox"/> School Administrator	<input type="checkbox"/> CTE Representative	<input type="checkbox"/> Other 3:
<input type="checkbox"/> LPAC Representative	<input type="checkbox"/> Interpreter	<input type="checkbox"/> Other 4:
The following agencies have been invited to send a representative to this meeting:		
<input type="checkbox"/> Department of Assistive and Rehabilitative Services	<input type="checkbox"/> Local Education Agency (LEA)	
<input type="checkbox"/> Texas Commission for the Blind (TCB)	<input type="checkbox"/> Texas Department of Human Services (TDHS)	
<input type="checkbox"/> Texas Employment Commission (TEC)	<input type="checkbox"/> Department of Family and Protective Services	
Part C service coordinator/representative per parent request:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Part C was invited:		
The following evaluation procedures, tests, records, or reports will be reviewed and discussed:		
<input type="checkbox"/> Full and Individual Evaluation (FIE) (e.g., language, physical, emotional/behavioral, sociological, intellectual, educational performance) <input type="checkbox"/> School permanent records (e.g., grades, attendance reports, teachers' observation, achievement test scores, discipline reports) <input type="checkbox"/> Independent evaluation report <input type="checkbox"/> Parent information <input type="checkbox"/> Other:		
Other factors relevant to this IEP Committee Meeting:		
Return Location:		

Notice of IEP Meeting: Parent Response Form

Student ID:	Student Name:	Age:	Date of Birth:	Gender:
Academic Year:	Home Campus:	Current Campus:		Grade:
Notice Date:		Language:		
Mode of Delivery: <input type="checkbox"/> Sent/given in language indicated <input type="checkbox"/> Sent/given in English/interpreted <input type="checkbox"/> Sent/given in English with taped interpretation				
Please check the appropriate statement(s) below and return:				
<input type="checkbox"/> I will attend the meeting at the scheduled date and time <input type="checkbox"/> I am unable to attend meeting at the suggested time <input type="checkbox"/> Please contact me at the number below to reschedule <input type="checkbox"/> I will not be able to attend the meeting <input type="checkbox"/> Please have it without me. I wish to be notified of the results of the meeting. <input type="checkbox"/> I will not be able to attend the meeting in person, but would like to participate via telephone. Please contact me at the number below at the scheduled meeting time.				
Phone number (if required):				
I have been informed of the IEP Meeting in my native language:			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have been fully informed and do understand the IEP process and why it is being recommended for my child/me.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I give permission that the agencies listed on the notice to be invited to the IEP Meeting. Expectations are listed in the Comments section below.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I waive the required five day waiting period between NOTICE OF THE IEP MEETING and the IEP COMMITTEE MEETING.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>A member of the IEP team (as defined by TEA) shall not be required to attend an IEP Meeting, in whole or in part, if the parent of a child with a disability and the local education agency agree that the attendance of such member is not necessary because the member's area of the curriculum or related services is not being modified or discussed in the meeting.</p> <p>Additionally, a member of the IEP team may be excused from attending the IEP meeting, in whole or in part, when the meeting involves a modification to or discussion of the member's area of the curriculum or related services, if – (I) the parent and the local education agency consent to the excusal; and (II) the member submits, in writing to the parent and the IEP team, input into the development of the IEP prior to the meeting. IDEA 2004; (H.R. 1350).</p>				

The local education agency is requesting the following IEP Committee member attendance modifications:
 [NiA=Not in Attendance; Part=Partial Attendance (will present relevant information and then be excused);
 Sent=Excused, but will send information]

Assessment:	<input type="checkbox"/> NiA	<input type="checkbox"/> Part	<input type="checkbox"/> Sent
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Rationale:

Instruction:	<input type="checkbox"/> NiA	<input type="checkbox"/> Part	<input type="checkbox"/> Sent
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Special Education:	<input type="checkbox"/> NiA	<input type="checkbox"/> Part	<input type="checkbox"/> Sent
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Other:	<input type="checkbox"/> NiA	<input type="checkbox"/> Part	<input type="checkbox"/> Sent
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Other:	<input type="checkbox"/> NiA	<input type="checkbox"/> Part	<input type="checkbox"/> Sent
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Other:	<input type="checkbox"/> NiA	<input type="checkbox"/> Part	<input type="checkbox"/> Sent
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Parent Agreement:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you disagree with an LEA attendee request, please indicate in the Comments field below the reason for denying the request and contact the LEA as soon as possible so that options can be discussed.

Comments:

Signature of Parent/Guardian/Surrogate Parent or Adult Student:	Date:
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Signature of Interpreter, if used:	Date:
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The district does not discriminate on the basis of gender, disability, race, color, age, or national origin in its education programs, activities, or employment as required by Title IX, Section 504 and Title VI.