

SPECIAL EDUCATION
WENATCHEE SCHOOL DISTRICT

SED-F021

PURPOSE OF INVITATION TO ATTEND MEETING: This invitation requests your attendance at a meeting concerning the educational program/needs of you/your child. You have the opportunity to participate in any meeting regarding the identification, evaluation, educational placement, and the provision of a free appropriate public education for your child.

INVITATION TO ATTEND MEETING

Date: _____

Dear _____
(Parent/student/guardian/surrogate parent)

You are invited to attend a meeting* concerning _____ education program.
(Student's name)

The purpose of the meeting is to: _____
The meeting has been scheduled for: _____
(Date/time/place)

Meetings addressing IEPs, placement, and eligibility are scheduled at a mutually agreed upon place and time by you and the school district. If you are unable to attend this meeting you may request that you would like to participate through other means such as a telephone call, conference call, or videoconferencing.

Those in attendance at the meeting will be:

*If the purpose of this meeting is to develop, review or revise an IEP, you may invite any individual who has knowledge or special expertise about the student. If a copy of the *Notice of Procedural Safeguards for Special Education Students and Their Families* is not enclosed, a copy may be obtained by contacting:

Name Phone number

If the purpose of the meeting is to consider needed transition services, the student as well as any other agency personnel will be invited.

If you are unable to attend the meeting, please call me at: _____
An interpreter is needed: yes no

Sincerely,