NOTICE OF MEETING

Directions for completion

If student has an existing IEP in the WEBKIDSS:

1. Go to the students current IEP and click on “Add New/Amendment IEP Record” on the right side of the Demographics page.
2. Click on the “Popup Form” button or go to the Function drop-down box and choose the form (KS:101)—Meeting Notice (TAN).
3. Demographic information provided on the Demographics page of the IEP will automatically generate into form.
4. In first “date” box in upper right hand corner, place the first date of contact to schedule meeting.
5. Enter DATE, TIME, and LOCATION of IEP meeting in next box.

(All three must be in this box for compliance.)

MEETING TO REVIEW THE EVALUATION AND DETERMINE ELIGIBILITY

☐ Check this box if this meeting is scheduled to review the results of the evaluation or reevaluation of your child.

MEETING TO DEVELOP THE INDIVIDUALIZED EDUCATION PROGRAM (IEP)

4 boxes to possibly check—

Box #1 ☐ Check this box if it is determined that the child is eligible or continues to be eligible for services and an IEP is to be written based on the results of the evaluation procedures which were discussed when parent signed the Notice of Proposed Evaluation and Request for Consent.

Box #2 ☐ Check this box if discussion at this meeting will be around possible changes in the child’s IEP.

Box #3 ☐ Check this box if an annual review of your child’s IEP is being conducted.

Box #4 ☐ Check this box if your child will be 14 years or older or will turn 14 during the anticipated duration of this IEP. Child will be invited to meeting.

--------------------------------------------------------------------------

Additional Team Members: There are 4 boxes that you can list other individuals who may be invited to the meeting. Be sure to list their positions. (Best practice is to list all individuals that are listed on anticipated services chart and others who would be able to provide information regarding the student’s IEP.)

For example:

School Psychologist – The school psych must attend only when evaluation or reevaluations results are discussed. They may want to attend at other times, so a notice should be sent to them for all meetings.

Speech Language Pathologist – If student receives Speech Language services or is being considered

Occupational Therapist -- If student receives Occupational Therapy services or being considered

Physical Therapist -- If student receives Physical Therapy services or is being considered

Adaptive P.E. Teacher -- If student receives Adaptive P.E. services or is being considered

Vocational Coordinator – If student is enrolled or considering CBT (Community Based Training) or is 14 years of age or older and would like to have more information regarding transitioning post-secondary or on outside agencies.

Others – School Counselor, Audiologist, Hearing Impaired Specialist, Orientation and Mobility Specialist, Case Worker, Foster parent, Behavior Specialist, Probation Officer, School Nurse, Visually Impaired Teacher, or Social Worker

(NOTE) If any of these individuals are invited and listed on the meeting notice and are not able to attend, an excusal form will be needed. One excusal form may be used for multiple providers who are listed and not able to attend.

--------------------------------------------------------------------------

Two boxes are given to invite staff from other agencies that may be able to provide appropriate transition services/linkages for the student. Outside agencies will require parent permission to attend.

Examples:

Vocational Rehabilitation Services Department of Children and Families

(NOTE) If any of these individuals are invited and listed on the meeting notice, a “Permission to Invite Outside Agencies” must be signed by parent and on file. Also, if they are listed and unable to attend, an excusal form will be needed. One excusal form may be used for multiple providers who are listed and not able to attend.

-----------------------------------------------------------------

SCHOOL CONTACT INFORMATION

First box: Teacher’s name (Case Manager)

Second box: School phone number

--------------------------------------------------------------------------

DELIVERY

First Box: Teacher Name (Case Manager)

Check method of delivery of this notice and list dates of contact in empty box to the right.

(For example: 8/28/2015 phone call to schedule meeting, 9/8/15 reminder of meeting, 9/10/15 courtesy call on the day before the meeting)

Bottom box: Parent’s name and date that meeting notice was sent.

--------------------------------------------------------------------------

ACKNOWLEDGMENT

Parent will check the appropriate box and sign and date the notice.

Box #1 ☐ Parent will check if plan to attend meeting as scheduled.

Box #2 ☐ Parent will check if unable to attend and would like to re-schedule

Box #3 ☐ If 10 days notice were not given, parent will need to waive this right by checking this box.

Parent will sign and date!

--------------------------------------------------------------------------

Send original to Keystone office

and keep a copy for your student file.