

**NOTICE OF ELIGIBILITY COMMITTEE AND/OR INDIVIDUALIZED
EDUCATION PROGRAM TEAM MEETING**

_____ County Schools

Student Full Name _____ **Date** _____
School _____ **Date of Birth** _____
Parent(s)/Guardian(s) _____ **Grade** _____
Address _____ **WVEIS #** _____
City/State/Zip _____ **Telephone** _____

Dear Parent(s)/Adult Student:

A meeting will be held on _____ at _____ a.m. p.m. at _____.
The purpose of the meeting is checked below:

- Eligibility Committee (EC) Meeting** - The EC will review information to determine eligibility for special education. If the EC determines the student is eligible, an Individualized Education Program (IEP) Team meeting will be held. (See description below.) If found not eligible, recommendations from the EC will be provided to a school team for consideration, and no IEP Team meeting will be held. If the EC determines further information is needed, you will be informed.
- Individualized Education Program (IEP) Team Meeting** - An IEP Team meeting will be convened to develop, review and/or revise the IEP. Additionally, the IEP Team may:
- identify transition services for the student (beginning with 1st IEP to be in effect at age 16)
 - identify preschool transition needs
 - determine if the student's conduct is a manifestation of a disability
 - other _____
 - plan for reevaluation
 - document transfer of student's rights (age of majority)

We invite you to participate in this meeting so we may plan an educational program together. Please be informed you and the county school district have the right to invite other individuals who have knowledge or special expertise regarding the student.

Procedural Safeguards Brochure: Enclosed Provided earlier this school year

If an agency representative is to be invited, date consent was obtained: _____

Copy to Invited Members:

- Administrator
- Special Education Teacher or Provider
- Student (required when transition will be addressed)
- General Education Teacher
- Birth to Three Representative
- Agency Representative(s) _____
- Evaluator
- Other _____

IEP Team Member Excusal(s): The following IEP Team members will be excused from attending the IEP Team meeting. Members whose academic and nonacademic areas will be discussed will provide a written summary for consideration in developing the IEP.

Name/Position: _____ Name/Position: _____

Sincerely,

Name/Position/Date

Phone Number

Parent(s): Please return this form to school within 5 days.

STUDENT RESPONSE (when transition will be addressed)

- I will attend the meeting as scheduled.
- I do not wish to attend.
- I wish to have the meeting rescheduled.

Student Signature

Date

DOCUMENTATION OF PARENT NOTICE

- Notice mailed/hand delivered
- Telephone
- Other _____

PARENT RESPONSE (check one)

- I will attend the meeting as scheduled.
- I do not wish to attend.
- I cannot attend in person, but will participate by phone.
- I can be reached at _____.
- I wish to have the meeting rescheduled.

PARENT/ADULT STUDENT OPTIONS (check all that apply)

- I agree to waive the 8-day notification requirement
- I consent to excuse the IEP Team members above.
- I request the district to invite the Birth to Three representative.

NOTE: Meeting may be rescheduled due to a school delay or cancellation.

Parent/Adult Student Signature

Date