



NOTIFICATION OF MEETING

(92 NAC 51-007.06A, 92 NAC 51-007.06B, 92 NAC 51-009.01A, 92 NAC 51-009.01B)

To: \_\_\_\_\_
Parent's Name

Date: \_\_\_\_\_

Parent of: \_\_\_\_\_
Child's Name

Child's Date of Birth: \_\_\_\_\_

The parent of a child with a disability must be afforded the opportunity to participate in meetings with respect to the identification, evaluation, and educational placement of the child and the provision of FAPE to the child. (92 NAC 51-009.01A) Each district must provide notice consistent with 92 NAC 51-007.06A1 and 007.06B to ensure that parent of children with disabilities have the opportunity to participate in meetings. (92 NAC 51-009.01B)

\_\_\_\_\_ School District would like to schedule a meeting with you to complete the following action in regard to your child:

- To review the Multidisciplinary Team (MDT) Report, and determine your child's eligibility for special education and related services. (92 NAC 51-009.01A)
If the Team determines that your child is eligible for special education and related services, a meeting will follow to develop your child's Individualized Education Plan (IEP) (92 NAC 51-007.06A)
If the Team determines that your child is eligible for special education and related services, a meeting will follow to develop your child's Individualized Family Service Plan (IFSP). (92 NAC 51-009.01A)
To develop, review and/or revise your child's Individualized Educational Plan (IEP).
Your child is 16 years old, or will be turning 16 during this IEP period. We must begin to plan for your child's transition from school, and look at postsecondary goals and transition services. (92 NAC 51-007.06B1a)
To assist in this process, your child has been invited to participate in this IEP meeting (92 NAC 51-006B1b and 007.03A10a) and take an active role in determining his/her future. If the child does not attend steps will be taken to include his/her preferences and interests (92 NAC 51-007.03A10a(i))

The Meeting has been scheduled for: (92 NAC 51-007.06B)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

In addition to you, the parent (92 NAC 51-007.03A1), and your child (if appropriate) (92 NAC 51-007.03A7), the following people will be in attendance at the meeting (include names of who will be attending).

General education teacher(s): \_\_\_\_\_
(92 NAC 51-007.03A2)

Special education teacher/provider: \_\_\_\_\_
(92 NAC 51-007.03A3)

School district representative: \_\_\_\_\_

(92 NAC 51-007.03A4 and 92 NAC 51-007.15A5)

Individual(s) who can explain the instructional implications of the evaluations results: (92 NAC 51-007.03A5)

Individual(s) with special knowledge or expertise regarding the child, including related services personnel, as appropriate: (92 NAC 51-007.03A6) The determination of the knowledge or special expertise of any individual shall be made by the party inviting the individual (parent, school district or approved cooperative). (92 NAC 51-007.03A6a)

Whenever appropriate, the student with a disability: (92 NAC 51-007.03A7)

Other family members, as requested by the parent:

Nonpublic representative: (92 NAC 51-007.03A8)

Service agency representative: (92 NAC 51-007.03A9) (92 NAC 51-007.03A10b) (This would include the Service Agency person invited for Transition)

Teacher of the Hearing Impaired: (92 NAC 51-007.03A11)

Teacher of the Visually Impaired: (92 NAC 51-007.03A12)

Part C Services Coordinator: (The parent may request the Part C Services Coordinator be invited to the initial IEP if the child was previously served in Part C.) (92 NAC 51-007.05)

**If the above date, time or place is not agreeable to you and you would like to change the meeting, please contact:**

\_\_\_\_\_ at \_\_\_\_\_  
(Name) (Phone number or e-mail)

**PROCEDURAL SAFEGUARDS (Parent Rights)**

Both state and federal laws concerning the education of children with disabilities include many parental rights. (92 NAC 51-009.05B6) These laws also require that the school follow certain procedures to make sure you know your rights and have an opportunity to exercise those rights. A copy of these procedural safeguards shall be given to parents one time a year. (92 NAC 51-009.06A) A copy shall also be given to the parents:

- upon initial referral or parental request for evaluation; (92 NAC 51-009.06A1)
- upon request by a parent; (92 NAC 51-009.06A2)
- upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence filing a special education due process case under 92 NAC 55; (92 NAC 51-009.06A3) and
- in accordance with the discipline procedures in 92 NAC 51-016. (92 NAC 51-009.06A4)

- A copy of your Parental Rights is included. Read them carefully and, if you have any questions regarding your rights, you may contact: (92 NAC 51-009.05B7)

\_\_\_\_\_  
District Person and Number

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Response Form***

Please return this response to the school, or bring it to the meeting:

\_\_\_\_\_ I am able to attend at the time and place listed above.

\_\_\_\_\_ I am unable to attend at the time and place listed above, and I would like to reschedule.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date