

**LELAND SCHOOL DISTRICT  
INVITATION TO COMMITTEE MEETING**

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

You are invited to attend a meeting regarding your child, \_\_\_\_\_  
to be held \_\_\_\_\_.

Your participation is very important! This meeting must be held at a mutually agreed upon time and place. If you are not able to meet at this time or location or if you need interpreter services to participate in the meeting, please contact me using the contact listed above to reschedule the meeting at a more convenient time or location or arrange for assistance. You can also indicate your preferences on the Invitation to Committee Meeting Reply letter included.

The purpose of this meeting is (*check all that apply*):

**Child Find, Evaluation, and Eligibility Determination**

- To determine if your child needs a comprehensive evaluation and to plan the initial evaluation.
- To discuss your child's evaluation and to determine if your child is eligible for special education.
- To determine if your child needs additional assessment for a reevaluation and to plan the reevaluation.
- To discuss your child's reevaluation and to determine if your child continues to be eligible for special education.

**Individualized Education Program [IEP]**

- To develop an initial or annual IEP for your child.
- To review your child's IEP and to revise it, if necessary.
- To develop or revise your child's transition plan.
- To determine if your child needs Extended School Year (ESY) services.

**Other**

- To determine your child's most appropriate placement.
- To discuss disciplinary actions.
- To conduct a manifestation determination.
- To develop, review, or revise a behavior support plan.
- Other: \_\_\_\_\_

Other people who have been invited to this meeting include:

Special Education Teacher:

General Education Teacher:

Administrator:

Other:

Other:

Other:

You are an important member of this team! You are welcome to bring anyone with special knowledge or expertise about your child who can assist you at the meeting, or any information (e.g., medical records, results of outside testing, or work samples) that would help with making educational decisions for your child. Your child is also welcome to attend if you wish. You are also able to audio and/or video record this meeting, if you wish; however, you will need to give us a 24-hour notice so that we may also be able to record the meeting, have included the following important information for you:

- Invitation to Committee Meeting Reply.
- Procedural Safeguards Notice.
- Other:

Please respond to this Invitation to Committee Meeting by completing the Invitation to Committee Meeting Reply letter included and returning it to your child's school or program. If you have any additional questions or concerns, please contact me using the number above.

Sincerely,

\_\_\_\_\_  
**Name/Role**