

School Administrative Unit #24

Districts of:

Stoddard

Henniker

Weare

John Stark

NOTICE OF TEAM MEETING

Date:

Dear:

This letter is to invite you to a meeting for

to discuss:

- | | |
|--|--|
| <input type="checkbox"/> Evaluation Plan Development | <input type="checkbox"/> Referral |
| <input type="checkbox"/> Initial Eligibility Determination | <input type="checkbox"/> Extended School Year (ESY) |
| <input type="checkbox"/> Re-Evaluation Eligibility Determination | <input type="checkbox"/> Transition |
| <input type="checkbox"/> Individual Education Plan (IEP) Development | <input type="checkbox"/> Manifestation Determination |
| <input type="checkbox"/> IEP Annual Review | <input type="checkbox"/> Parent Request |
| <input type="checkbox"/> IEP Amendment | <input type="checkbox"/> Progress Review |
| <input type="checkbox"/> Placement | <input type="checkbox"/> Other: _____ |

This meeting is scheduled for:

Date:

Time:

Location:

If you are not able to attend this meeting or need further information, please contact the student's case manager, _____, at (603) _____.

We will reschedule the meeting or talk about other ways you can participate.

Other people invited to attend:

Name

Position/Role

Local Educational Agency Representative

Special Education Teacher/Case Manager

Regular Education Teacher

Individual who can interpret instructional implications

Student (when appropriate)

We strongly encourage parents to attend each meeting. Your participation in your child's educational program is important. We will make every attempt to schedule meetings regarding your child at mutually convenient times. If there is a problem, please contact your child's case manager. If this is an IEP meeting, we would like to hear from you previous to that meeting to make your concerns for improving your child's education known.

Sincerely,
