

Student's Name: Chase Williams

## Sunflower High School NOTIFICATION OF MEETING

To: Patrick & Lisa Williams

- Parent(s)/Guardian(s)       Adult Student (age 18+ or emancipated minor)  
 Student (required when postsecondary transition is a purpose of the meeting)

This is to confirm that a meeting with you has been scheduled for November 21 (Date)  
at 10:00am at Sunflower High School, Conference Room  
(Time) (Location)

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

- |  |  |
|--|--|
| <input type="checkbox"/> Review existing data as part of an initial evaluation or reevaluation | <input checked="" type="checkbox"/> Consider Post-secondary Transition     |
| <input type="checkbox"/> Determine initial or continued eligibility                            | <input type="checkbox"/> Conduct Manifestation Determination               |
| <input type="checkbox"/> Develop initial IEP   | <input type="checkbox"/> Consider/conduct Functional Behavioral Assessment |
| <input checked="" type="checkbox"/> Review/Revise IEP  | <input type="checkbox"/> Other: _____                                      |

**The following individuals have been invited to participate in this meeting (name and/or role):**

<b>Role</b>	<b>Name</b>
Local Education Agency (LEA) Representative*	<u>Michelle Cook</u>
<input checked="" type="checkbox"/> Special Education Teacher*	<u>Pat Gentry</u>
<input checked="" type="checkbox"/> Individual to interpret instructional implications* of evaluation results	<u>Lewis Barnes</u>
<input checked="" type="checkbox"/> General Education Teacher*	<u>Cheryl Smith</u>
<input checked="" type="checkbox"/> Student	<u>Chase Williams</u>
<input checked="" type="checkbox"/> Agency representative(s) for post-secondary transition Agency Name: Vocational Rehabilitation	<u>Doris Harring</u>
Agency Name: Vo-Tech Disability Support	<u>Gary Knowles</u>
<input type="checkbox"/> Part C Representative (if applicable)	_____
<input checked="" type="checkbox"/> Parent(s)	<u>Patrick &amp; Lisa Williams</u>
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____

\* Required participant, unless parent and LEA agree/consent in writing to excusal

This agency **AND** the parents have the right to invite any other participants they feel have knowledge or special expertise of the child. The determination of knowledge or special expertise shall be made by the party (parent or public agency) who invited the individual to be a participant at the meeting.

\*\*At the request of the parent, the public agency must send an invitation to the Part C Service Coordinator or other representative at the initial IEP meeting.

If you are unable to attend this meeting, please contact me at 463-232-8794 as soon as possible.  
(Phone)

Sincerely,

Pat Gentry      Special Education Teacher      11/01/  
Name      Title      Date

# RECORD OF DISTRICT ATTEMPTS TO SCHEDULE MEETING

1<sup>st</sup> Attempt

Date of contact: 11/01/

Parent waived notification requirement\*

Method of contact:

Written:                       Hand carried by student  
    Regular mail  
    Certified mail  
    Fax  
    E-mail  
    Other: \_\_\_\_\_

Verbal:                       Phone  
    Voice mail/answering  
   machine  
    Face to face contact  
    Other: \_\_\_\_\_

## PARENT/GUARDIAN RESPONSE

Do not want to attend (proceed with IEP meeting)  
 Cannot attend, please reschedule (proceed with 2<sup>nd</sup> attempt)  
 No response (proceed with 2<sup>nd</sup> attempt)  
 \*\*Yes, I'll be there

\* In general, reasonable notification is 10 days.

\*\*If parent does not attend meeting, proceed to 2<sup>nd</sup> attempt

2<sup>nd</sup> Attempt (must be a direct contact with parent)

Date of contact: 11/08/

Parent waived notification requirement\*

Method of contact: (must be a direct contact)

Written:                       Regular mail  
    Certified mail  
  
 Verbal:                       Phone  
    Face to face contact

## PARENT/GUARDIAN RESPONSE

Do not want to attend (proceed with meeting)  
 Cannot attend (proceed with meeting)  
 No response (proceed with meeting)  
 \*\*Yes, I'll be there

\* In general, reasonable notification is 10 days

\*\*If parent does not attend, agency may proceed with meeting.