

Sample Letter Inviting the Student

(Edit to fit the particular conditions of the student's IEP meeting and print on school letterhead)

(Date)

Dear _____:
(Student Name)

You are invited to attend a meeting to develop your Individualized Education Program (IEP). The meeting will be held _____ (date and time) in _____ (location).

One of the purposes of the meeting will be to address your transition needs (develop/design a Statement of Transition Service Needs and, if appropriate, a Statement of Needed Transition Services). Based on your preferences, needs and interests, we will be discussing and deciding on the courses of study and other educational experiences and activities that will help you reach your post-school goals and participate in the post-school activities of your choice. We will also talk about possible links you may need to adult or community services.

Along with your parent(s), other individuals will also be invited to attend this meeting. These will include individuals such as your teachers, counselor, transition specialist, a representative from your school district, representatives from other agencies outside of the school and individuals that you or your parents will invite to the meeting. We will:

- Discuss the type of career you are interested in pursuing and where and how you would like to live after high school.
- Discuss a plan for the next _____ (4, 3, 2) years that describes your post-school goals and the courses, activities, agencies and people who will help you achieve these post-school goals.
- Determine the courses, school and community activities and supports that will help you achieve your goals for after high school.

In addition to you and your parent(s), we have invited the following people to attend this meeting:

Name _____	Position/ Agency _____
Name _____	Position/ Agency _____
Name _____	Position/ Agency _____
Name _____	Position/ Agency _____
Name _____	Position/ Agency _____

Please let me know whether the date and time are convenient for you by returning the attached response slip to me by _____ (date). Also, please let me know if there are other people you would like to invite to your IEP meeting – for example, your employer, neighbor or a friend. If you have any questions about this letter or the meeting, please give me a call at _____ (phone number) or stop by my office in Room _____ (location).

We look forward to working with you to help you reach your personal and professional goals.

Sincerely,
(Name/Title)



Student Response to IEP Meeting Invitation

- Yes, I will be attending my IEP meeting to discuss my transition service needs and, if appropriate, needed transition services on _____ at _____ in Room _____.
(Date) (Time) (Location)
- Yes, I would like to attend my IEP meeting, but please contact me at the following telephone number _____ to reschedule the meeting.
- No, I would not like to attend my IEP meeting, but I wish to share my long-term career interests and goals with you prior to the meeting to assist with planning for my future. Please contact me.

Signature

Date

Sample Letter Inviting Parents/Guardians

(Edit to fit the particular conditions of the student's IEP meeting and print on school letterhead)

(Date)

Dear _____:
(Parent/Guardian Name)

You are invited to attend a meeting to develop your son/daughter's Individualized Education Program (IEP). The meeting will be held at _____ (date/time) in _____ (location). One of the purposes of the meeting is to develop _____'s (student's name) Statement of Transition Service Needs and, if appropriate, a Statement of Needed Transition Services. Based on _____'s preferences, needs, and interests, we will be discussing the courses and activities both in and outside of school that will help him/her reach his/her career goals and participate in the post-school activities of his/her choice.

Along with you and your son/daughter, _____, we have invited the following people to attend this meeting:

Name _____	Position/Agency _____
Name _____	Position/Agency _____
Name _____	Position/Agency _____
Name _____	Position/Agency _____
Name _____	Position/Agency _____

You may also invite other individuals who have knowledge or special expertise regarding your son or daughter's educational needs.*

During this meeting, we will do the following:

- Discuss your son/daughter's post-school goals and need for post-school services, supports or programs.
- Develop a plan for the next school year that describes you're your son/daughter's post-school goals and the courses, activities, agencies and people who will help your student achieve these post-school goals.
- Determine the courses, educational experiences, school and community activities to help your son/daughter attain his/her post-school goals.

Please let me know whether the date and time are convenient for you by returning the attached response slip to me by _____ (date). Also, please let me know if there are other people you will be inviting (or would like me to invite) to _____'s (student's name) IEP meeting, and I will facilitate the arrangements for the meeting.*

If you have any questions about this letter or the meeting, please give me a call at _____. We look forward to working with you to help _____ (student's name) attain his/her personal and professional goals.

Sincerely,
(Name/Title)

** if your son or daughter has been granted, under state laws, the rights of majority, these paragraphs do not apply to you*



Parent/Guardian Response to IEP Meeting Invitation

- Yes, I will attend the IEP meeting on _____ at _____ in Room _____.
(Date) (Time) (Location)

- Yes, I would like to attend _____'s IEP meeting, but please contact me at
(Student's Name)
the following telephone number _____ to reschedule.

- No, I would not like to attend the IEP meeting, but I wish to share my input about
_____ 's long-term post-school interests and goals with you prior to
(Student's Name)
the meeting and assist with planning for his/her future. Please contact me at the following
number: _____.

Signature

Date

Sample Letter to Agency Representatives

(Print on school letterhead)

(Date)

(Name / Address)

Dear _____:

As we discussed during our telephone conversation on _____ (date), we have identified your agency as one which is critical to assist in the planning for the transition services for one of our students, _____ (student's name). Specifically, we would like to have you assist in developing a plan to meet the post-school goals and needs of this student. As a member of the IEP team, we will ask you to explore the services, supports and/or programs that your agency might be able to provide in the transition of this young adult to help him/her realize his/her post-secondary goals.

We have scheduled _____'s (student's name) Individualized Education Program (IEP) meeting for _____, (date) at _____ (time), in _____ (location).

One of the purposes of the meeting is to design a Statement of Needed Transition Services that will help _____ (student's name) meet his or her post-school goals. During this meeting, based on _____'s (student's name) needs, preferences and interests, we will do the following:

- Discuss _____'s (student's name) post-school goals and need for post-school services, supports or programs.
- Discuss a plan for the next _____ (4, 3, 2) years that describes the student's post-school goals and the courses, activities, agencies and people who will help him or her achieve these post-school goals.
- Determine the courses, school and community activities and supports that will help the student achieve his or her goals for after high school.

Along with _____ (name of student) and his/her parents/guardians, we have invited the following people to attend this meeting:

Name _____	Position / Agency _____
Name _____	Position / Agency _____
Name _____	Position / Agency _____
Name _____	Position / Agency _____
Name _____	Position / Agency _____

Please let me know whether the date and time are convenient for you by contacting me by telephone at _____, by e-mail at _____, or by returning the attached response slip. If you are unable to join us, please let me know the best way to engage your agency in planning for the transition services that will meet _____'s (student's name) goals.

We appreciate your time and commitment to establish the linkages with your agency to enable _____ to attain his or her personal and professional goals.

Thank you.

Sincerely,
(Name / Title)



Agency Representative Response to IEP Meeting Invitation

- Yes, I will attend the IEP meeting on _____ at _____ in Room _____.
(Date) (Time) (Location)
- Yes, I would like to attend _____'s IEP meeting, but please contact me at
(Student's Name)
the following telephone number _____ to reschedule.
- No, I would not like to attend the IEP meeting, but I wish to share my input about
_____ 's long-term post-school interests and goals with you prior to
(Student's Name)
the meeting and assist with planning for his/her future. Please contact me at the following
number: _____.

Signature

Date

Follow-up Letter to Agency Representative

(This letter may be used to supplement the agency linkages and responsibilities documented on the student's IEP)

(Edit to fit the particular conditions of the student's IEP meeting and print on school letterhead)

(Date)

(Name / Address)

Dear _____:

Thank you very much for attending _____'s Individualized Education Program (IEP) meeting on _____ at _____.

As we agreed, the linkages with your agency and the commitment of the agency's resources are a critical component of _____'s (name of student) Statement of Needed Transition Services to assist him or her achieve his or her post-secondary goals.

During the meeting, we agreed that _____ will be responsible for providing or paying for the following transition services according to the timeline indicated below:

Type of transition services to be provided:

Starting and ending dates for services:

Name of service provider: _____

Thank you for agreeing to provide the services listed above. We will contact you on _____ to discuss the provision of these services and determine next steps for working together to help _____ (student's name) in the transition from school to adult life.

If you have any questions or concerns, please feel welcome to contact me by mail at the address above, by telephone at _____ or by e-mail at _____.

Sincerely,
(Name / Title)



