



INVITATION TO A MEETING QUICK GUIDE



GENERAL INFORMATION

The district is required to provide an invitation to a meeting early enough to ensure that the parent/adult student is able to attend. The invitation must include:

- The purpose(s), time and location of the meeting
- The individuals who will attend the meeting listed by role
- Information regarding the parent’s/adult student’s right to bring other people to the meeting, including a Part C representative if appropriate
- Notification that post-secondary goals and transition services will be discussed as appropriate.

CONSIDERATIONS

When sending an invitation to a meeting, can we indicate meeting participants by role rather than by name?	Yes. The <i>Idaho Special Education Manual</i> indicates that an invitation to a meeting must indicate who will attend the meeting, by role. Teams are not required to indicate which specific individuals will be present. However, at minimum, all required roles must be included in the invitation.
Are transition-aged students required to attend the IEP meeting.	<p>Transition-aged students must be invited to the IEP meeting. However, if the student is a minor, the parent may decide whether the student will attend.</p> <p>If the transition-aged student does not attend the meeting, the case manager must ensure that the student has provided input about his/her IEP and is informed about the decisions made by the IEP team.</p> <p>If the student is an adult student whose educational rights have transferred to them, then they are a required member of the IEP team.</p>
Can the parent bring other people to the IEP meeting?	As indicated on the invitation, parents have the right to bring other people to the meeting.
Can the district invite individuals who do not represent the district to the IEP meeting?	<p>The district may invite individuals from outside agencies or other organizations to the IEP meeting with the written consent of the parent or adult student. This includes individuals representing transition or vocational agencies for secondary transition students.</p> <p>If consent is not granted, that individual or organization may not be invited to or attend the IEP meeting.</p>



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What if one of our team members is unable to attend the meeting?

The IEP team should make every attempt to ensure all team members are able to attend and participate in the entire IEP meeting. The IEP team may need to consider using other methods of participation such as virtual meetings or phone calls.

If a required team member is unable to attend the meeting (in whole or in part), the team must notify the parent/adult student before the IEP meeting and:

- The parent/adult student and the district must agree in writing to excuse the individual
- The excused team member must provide **written** input to the IEP team regarding his/her area of curriculum and/or services. The written input should include information that provides the team meaningful guidance in order to support decision making.

NOTE: An excusal is only needed if no one is able to represent one or more of the required roles. For example, although a student’s general education teacher may not be able to attend, the team can choose to invite another general education teacher as long as he/she can speak to the grade level standards and expectations.