



II. Invitation to a Meeting of the IEP Team (I-1)

Parents receive *Invitation to a Meeting of the IEP Team*.

- Include date, time (indicate AM or PM) and location of meeting, purpose of meeting (always include Placement), and staff that will attend.
- Parents must be notified of the meeting early enough to ensure that they have an opportunity to attend. "Best Practice" is to provide the notice to the parents at least **ten (10) business days** prior to the meeting.
- Only in an emergency situation can the *Invitation* be given to the parent at the time of the meeting. Document that parents were handed an *Invitation* on the *IEP Cover Sheet (I-3)* in the efforts to involve section.

Other invitations:

- If student turns 14 during the IEP, use the I-1T to invite the student.
- If student is 18 and lives at home, the parent must be invited.
- If student is 18 and is living independently, use the I-1AD to invite the adult student. With their permission you can use the I-1 to invite the parent.

When district staff wants to invite agency representatives; parent permission is needed prior to the creation of the invitation.

- I-1A to invite Outside Agency representatives
- I-1B to invite Birth to 3 representatives
- I-1C to invite Others with Special Expertise
- If the agency representative is invited but does not attend, do not list as a participant and do not complete an I-2, *IEP Team Participant Not Required to Attend Meeting*.
- Upload signed permission form.

Only district staff listed on the invitation attend the IEP meeting (special ed. teacher, general ed. teacher, LEA representative, all related services and interpreter, if needed). *Invitation* indicates parents are participants; they do not need to be listed.

- If district staff who are not listed on the *Invitation* attend the meeting, a new *Invitation* is completed and given to the parent OR the most recent *Invitation* is modified, initialed by the parent and a copy is given to the parent. Include a copy of the modified *Invitation* in the IEP packet to be submitted. Upload the modified *Invitation*.
- The LEA representative must be in attendance for the entire IEP meeting.
- A general education teacher needs to be in attendance for at least a portion of the meeting.
- When a district team member does not attend the meeting, comes late or leaves during the meeting, an I-2 form, *IEP Team Participant to Attend Meeting*, is completed and signed by the parent.

Parents can bring anyone to the meeting. These people are not listed on the *Invitation* but are listed on the *IEP Cover Sheet* as participants.

Keep documentation of at least three (3) efforts to involve parents/guardians. Specify date, method and response of efforts made on the I-3, *IEP Cover Sheet*.

- Efforts to involve parents can include, but are not limited to, talking to a parent in person; speaking to a parent on the phone; leaving a voice mail message; sending an invitation to the parent; and mailing an invitation. If the phone is disconnected or you are unable to leave a message, that does **NOT** count as an effort to involve the parent.

Indicate if Procedural Safeguards (Parent's Rights) are included, or if they received it previously.

Provide in-district case manager contacts. This should be the case manager.

Provide out-of-district contacts (WI FACETS, 877-374-0511).

Include all *Invitations*, original and modified, and I-2 forms, *IEP Team Participant Not Required to Attend Meeting*, with the final IEP.