



A Tradition of Excellence

Brad Verthein
Assistant Superintendent
for Student Services

September 5, 2019

RE: Written Materials for Eligibility/IEP Meeting

Dear Parent/Guardian:

As you know from the Notification Of Conference that you received, an IEP meeting has been scheduled for your child. So that you can participate as a fully informed member of the IEP team, we are providing you with all written material that will be considered at the meeting for your review (see enclosed). Please note that nothing will be decided regarding your child's eligibility for special education services and/or the content of the IEP until the IEP team meets, discusses all relevant information, and makes its final determinations.

If you have any records, reports, or other information that you would like the IEP team to also consider, please provide it to your child's case manager as soon as possible.

If you have any questions or concerns, please bring them to the meeting.

Sincerely,

A handwritten signature in cursive script that reads 'Brad Verthein'.

Brad Verthein
Assistant Superintendent for Student Services