

## **INVITATION BEST PRACTICE**

- Regardless of how you invite the parent to a meeting you must document the invitation on form 5 in E-com and provide a copy of that invitation to the parent.
- Invitations must indicate that the meeting was scheduled at a “mutually agreed upon” date, place and time.
- When scheduling IEPs or GQP meetings, be sure to give parents reasonable notice. OSPI has indicated that reasonable notice is 5 SCHOOL DAYS.

TJT 7-14