

Dear Parents/Guardians,

Attached are all evaluations completed for your child. Please reach out to the provider if you have questions about any of these documents.

The next step in our process is the Initial Eligibility Meeting. The purpose of an eligibility meeting is to determine whether or not your child qualifies for special education services and an Individualized Education Plan (IEP). An IEP is a legal document that describes the specific education plan for a child with a disability.

This process can feel overwhelming. It's helpful to write down specific questions or ideas you have before you come to the meeting so you don't forget to mention them.

The Individuals with Disabilities Education Act (IDEA) requires certain people to be at IEP eligibility meetings. These people are:

- You! The parent or guardian plays an important role in the process
- A general education teacher
- A special education teacher
- Director or Assistant Director of Special Education serving as the chairperson
- The professional(s) who completed the evaluations for your child, or another professional who is qualified to interpret the results of the evaluations. Examples are the school psychologist, speech-language pathologist, occupational therapist, physical therapist, or behaviorist.
- Others invited by you or the school. You may choose to invite a family member or friend to help you listen and take notes. If you do invite someone, be sure to let the school know in advance so they can be added to the invitation.
- Your child, may also participate in the meeting, when appropriate

We have attached an agenda for the initial meeting. Our hope is to make this process as parent friendly as possible. Please reach out to us at any time if you have questions or concerns.

Looking forward to seeing you!

Dr. Toni Ann Carey, Director of Special Education  
Mrs. Dana Keith, Assistant Director of Special Education