

SCHOOL DISTRICT

Date: _____

Dear _____,

On _____ the school district conducted an IEP meeting to review the individualized education program (IEP) for
(Date)

your child _____
Student's Name

You participated in this IEP meeting.

You did not attend the IEP meeting and the school district made three attempts to involve you as follows:

Phone call to schedule an appropriate time for an IEP meeting: _____
(Date)

Mailed prior notice for IEP meeting to parent/guardian: _____
(Date Mailed)

Follow-up phone call regarding IEP meeting: _____
(Date)

The purpose of the meeting was to consider whether graduation requirements will be met by the end of the current school year; whether the IEP goals will be substantially completed; and whether new goals are needed for the coming school year. At the meeting, the IEP team participants reviewed the following evaluation procedures, tests, records or reports as the basis for making decisions regarding graduation:

The IEP team participants determined that the graduation requirements will be met at the end of the current school year. The IEP team also decided that the IEP goals will be substantially completed, and new IEP goals are **NOT NEEDED** for the coming school year. Therefore, your child is expected to graduate on _____
(Date)

Other options, if any, (related to graduation requirements, substantial completion of IEP goals, and the need for new IEP goals for the coming school year) which were considered and the reason(s) they were rejected, and a description of any other factors relevant to the proposed action:

None

Other options:

Graduation will permanently end your child's entitlement to a free and appropriate public education (FAPE) under the federal Individuals with Disabilities Education Act (IDEA). Therefore, after graduation your child will no longer be entitled to receive special education and related services from a school district or other local education agency.

Upon graduation the school district is required to provide parents/guardian with a summary of academic achievement and functional performance. The district has enclosed a copy of your child's summary of performance with this notification. Please review the summary and call the district if you have any questions regarding the summary's content.

The school district is also required to include the following statements as part of this notice:

If at any point during an IEP team meeting to determine your child's eligibility for special education, develop an IEP, or determine a placement, you, or other IEP team participants, believe that additional time is needed to permit your meaningful involvement, additional time will be provided. This IEP team process may be concluded in one meeting or may require more than one meeting, depending on individual circumstance.

At the beginning of any meeting to address the evaluation, IEP, or placement of your child, the school district must discuss with you your right to have additional time, as described above, and your right to have a copy of the IEP team's evaluation report prior to developing an IEP and placement. Upon request, you and the other IEP team participants may receive a copy of the team's evaluation report prior to continuing with the development of your child's IEP and placement.

You and your child have protection under the procedural safeguards (rights) of special education law.

You received a copy of your procedural safeguard rights in a brochure about parent and child rights earlier this year. If you would like another copy of this brochure, please contact the district at the telephone number below.

If you **disagree** with the IEP team's decision to graduate your child at the end of the current school year please check the box below, sign your name, and return the notice to the high school principal **immediately**.

I disagree with the IEP team's decision to graduate my child at the end of the current school year.

Parent/Guardian Signature

Date

In addition, you may call me at _____ to answer any questions you may have regarding this notice or your procedural safeguard rights.

Sincerely,

Administrator/Designee Signature