Ministry of Education

Letter of Invitation to IEP Meeting
Parent IEP Invitation Response Form

Student Name: | **School:** | **Year Level:**

Please return this page to: _____

The meeting is currently scheduled for _____ on _____ at _____ hrs.

Parent Response
Please check one of the following:

- ○ I will attend the meeting as scheduled.
- ○ I cannot attend the meeting as scheduled, but I would like to reschedule for:

_____ at hrs.

- ○ I would like to have the IEP meeting conducted by telephone conference on:

_____ at hrs.

- ○ I am unable to attend the meeting, and I do not wish to reschedule. Please conduct the meeting as scheduled.

Signature of Parent/Legal Guardian | **Date** | **Phone Number**

Official Use Only

Date of Contact:	Type of Contact:	Person Making Contact:	Outcome: