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| --- | --- | --- | --- | --- | --- | --- |
| Document date **Student Invitation to a Meeting** | | | | | | |
| Students Ages 15-21 | | | | | | |
| Student’s Name: | District ID: | | State ID: | Grade: | | Sex: |
| Native Lang: | Ethnicity: | | Birth Date: | | Age: | |
| District: | | School: | | | | |

|  |  |
| --- | --- |
| Dear |  |

(Student)

We would like to meet with you regarding your educational program. The meeting is about planning your future. You are the key person in this planning, so it is important that you attend.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The meeting is scheduled for: |  | | | | |
| Time of the meeting: |  | | | | |
| The meeting will take place at: |  | | | | |
| The following people have been invited to your meeting: |  |  |  |  |  |
|  |  |  |  |  |

You may bring a friend or other person(s) with knowledge or specific expertise about you.

**How to Get Ready for Your IEP Meeting**

Your IEP meeting is important because it involves you and your future. These are things that you can do to prepare for this meeting.

What can you do before you IEP meeting?

* Plan to attend your meeting.
* Invite those with appropriate educational/career information to attend your meeting.
* Know your strengths and needs in education, career, and independent living.
* Know your interests and preferences about your education and adult life.
* Think about your classes the past year. What went well for you? What did not work?
* Ask teachers about what will happen at your IEP meeting.
* Develop a plan and discuss it with an adult who will attend the meeting to support you.

What can you do during your IEP meeting?

* Tell the IEP team what your interests are, where you would like to work, live, and continue your education.
* Listen to others at the meeting.
* Ask questions if you don’t understand something.
* Take ownership of your meeting. State different views if you feel uncomfortable about the meeting.

What can you do after the meeting?

* Thank the other people who attended your meeting.
* Follow through on what you said you would do.
* Check to make sure that others are following through.

As a student you have both rights and responsibilities. The key to using your rights is to take charge of your responsibilities.

If you require an accommodation in accordance with the Americans with Disability Act (ADA), or if you are unable to attend and want to reschedule the meeting, please contact me at \_\_\_\_\_\_\_\_\_\_.