

**SAMPLE NOTICE
INVITATION TO A MEETING – DISCIPLINARY ACTION**

Date:

Name
Address
City, NJ 00000

Dear (parent's name or name of adult student):

You are invited to attend a meeting [*regarding your child*, _____]. This meeting regarding disciplinary action may have more than one purpose.

The purpose(s) of the meeting is to:

- _____ Conduct a manifestation determination;
- _____ Plan a functional behavioral assessment;
- _____ Review your child's behavioral intervention plan;
- _____ Determine an interim alternative educational setting (IAES);
- _____ Other: _____

Your participation in planning for [*your educational needs*] or [*the educational needs of your child*] is important. The meeting is scheduled for:

Date: **Time:** **Location:**

If this is not a convenient time or place, or should you have any questions, please contact me (or name of other person) by (date) at (phone) to discuss rescheduling the meeting or to discuss your questions.

The following individuals will be participating in the meeting:

Title:	The agency representative is:
_____ School psychologist	_____ Case manager
_____ Learning disabilities teacher-consultant	_____ Other: _____
_____ School social worker	
_____ General education teacher	
_____ Special education teacher	
_____ Related services provider	
_____ Other: _____	

If you have any questions, please contact me at (phone).

Sincerely,

(Name)
(Position)