

**SAMPLE NOTICE
INVITATION TO AN IDENTIFICATION MEETING**

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, _____*]. The purpose of this meeting is to determine whether an evaluation will be conducted to determine if your child is eligible for special education and related services. If it is determined that an evaluation will be conducted, the members of the team will determine the nature and scope of the assessments to be conducted.

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	
_____ Other: _____	

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

Sincerely,

(Name)
(Position)

Attachment: PRISE

