

**NOTICE of a TEAM MEETING/ENSURING PARENT ATTENDANCE at MEETINGS
TSES 04.11.02/04.02.02**

COMPLIANCE

Need to include purpose, time, anticipated attendees, length and location of meeting

There may be more than one purpose for the meeting, all boxes are checked that apply. Transition box is checked if applicable.

The student **must** be invited if transition will be discussed

Must invite **required** team members: parent, general education teacher, teacher licensed in the student's disability and/or a licensed special education teacher, the student (if transition will be discussed) and a representative from the district

Parents are given options/input for choosing a meeting time and detailed documentation of at least two attempts to arrange a meeting time is documented in student's file

Sufficient time, at least seven days, is provided to parents to ensure they have an opportunity to attend

NON-COMPLIANCE

Missing purpose, time, anticipated attendees, length and and/or location of meeting is missing

The student was not invited when transition was being discussed

Required team member(s) not listed on the invitation

No documentation of at least two attempts to arrange a meeting time is in student's file date.

Date of the form and the date of the meeting did not allow sufficient time to ensure parents the opportunity to attend

For correction:

For student whose file was cited, submit compliant notice of team meeting. Submit documentation that parent(s) attended IEP team meeting, or documentation of multiple attempts to ensure attendance.

