

(Please copy and paste onto your school's letterhead.)
Red Meeting Example #2

REVIEW OF EXISTING DATA MEETING NOTICE

DATE:

RE: IDEA Evaluation–

FROM:

TO: The Parents of *(STUDENT NAME HERE)*:

The following individuals have been invited to participate in this meeting:

<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>
	Administrator		Counselor
	Special Education Teacher		School Psychological Examiner
	Regular Education Teacher		Regular Education Teacher
	Regular Education Teacher		Regular Education Teacher
	Compass Health Counselor		School Nurse
			Educational Support Counselor

This is to inform you that you are invited to attend a **Review of Existing Data Meeting** that has been:

Scheduled ☒

Re-scheduled ☐

Cancelled ☐

(School NAME here) Conference Room

Date: (DAY, DATE, TIME here)

The purpose of this meeting is to review existing data and information to determine whether further testing for special education eligibility is needed.

YOUR NAME HERE, Counselor
(PHONE NUMBER HERE)
(email address here)