|  |
| --- |
| **Meeting Notice**  **Committee on Preschool Special Education (CPSE)** |

Date:

Dear Parent(s) or Guardian of

Student’s DOB:       Local ID Number:

We have scheduled a CPSE meeting to discuss your child's educational needs. Your participation in this meeting is very important and you are encouraged to attend. As a member of the CPSE, you have a right to participate in discussions and decisions about the identification, evaluation and educational placement of your child. The meeting has been scheduled for the following date, time and location:

|  |  |  |
| --- | --- | --- |
| Date | Time | Location |
|  |  |  |

Purpose of this meeting:

|  |
| --- |
|  |

Names and titles of the persons who will attend the meeting:

| Name | Title |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

If your child is transitioning from early intervention (EI) services, and this is your child’s first CPSE meeting, you may request that we invite an EI representative to this meeting by contacting (name) at (telephone number).

You have the right to invite other individuals who you determine to have knowledge or special expertise about your child. Please notify us in advance of the names and titles of any individuals you have invited to the meeting.

In addition, you also have the right to request that the additional parent member of the CPSE (who is another parent of a student with a disability residing in the school district or a neighboring school district and whose child is enrolled in a preschool or elementary level education program) attend the meeting. This request must be made in writing at least 72 hours (three days) before the meeting. The role of the additional parent member is to bring another perspective as a parent of a child with a disability to the discussions and decision-making process. This individual can also help you to understand and participate in the meeting by explaining procedures, asking questions and clarifying information.

If you have any questions regarding information contained in this meeting notice or if the scheduled date, time or location of the meeting is not convenient and/or if you need assistance understanding the special education process, please contact (name) at (telephone number). If you are unable to attend but wish to participate in this meeting, please contact us to discuss alternative means of participation, such as a conference telephone call. You may also address the CPSE in writing. We look forward to your participation in this important meeting.

Sincerely,