Washington Mapping Document – Invitation Letter
2/22/12

a

SunGard Public Schools
123 School Street
Suite F
Ronkonkoma, NY 11779
555-555-1234

INVITATION TO ATTEND A MEETING

PURPOSE: This invitation requests your attendance at a meeting concerning the educational program/needs of your child. You have the opportunity to participate in any meeting regarding the identification, evaluation, educational placement, and the provision of a free appropriate public education for your child.

1

Date: 2/22/2012

1b

☐ 1st Notice
☐ 2nd Notice
☐ 3rd Notice

2

To: Mr. & Mrs. John *Student (Parent / Guardian of Test *Student)
123 Home Place, Ronkonkoma, NY 11779

2a Student Name

3

To: Dr. Joe Surrogate
PO Box 101, Ronkonkoma, NY 11779

4

You are invited to attend a meeting concerning Test *Student Jr, Student ID: 123, DOB: 03/03/1993.

PURPOSE OF MEETING *(check all that apply):*

5

☐ IEP Development
☐ IEP Review
☐ IEP Amendment
☐ Secondary Transition Planning
☐ Manifestation Determination
☐ Transfer Verification
☐ Other:

☐ Initiate Evaluation
☐ Initiate Reevaluation
☐ Discuss Special Education Referral
☐ Discuss Initial Evaluation Results
☐ Discuss Reevaluation Results
☐ Consider Extended School Year(ESY) Services

6

Meeting Date: 4/1/2010

Meeting Time:

Location:

You and the district may invite individuals to participate in this meeting who have knowledge or special expertise about your student's educational needs. You may also request, by contacting the individual named below, that a birth to three service coordinator be invited to participate in an initial IEP meeting if your child was previously served through an Individualized Family Service Plan (IFSP). If the district intends to invite representatives of any agency that is likely to be responsible for providing or paying for secondary transition services to the IEP meeting, your consent is required.

Below is a list of the roles of participants the district will be inviting to attend the meeting (representatives from secondary transition agencies are marked with a "*" below):

7

Team: [▼]

+ Add Meeting Attendee			
Position	Name	Invited	Method of Attendance
Parent/Guardian	*Student, John	☐	[▼] Edit
Surrogate Parent	Surrogate, Joe	☐	[▼] Edit
Student	*Student Jr, Test	☐	[▼] Edit
Special Education Teacher		☐	[▼] Edit
General Education Teacher		☐	[▼] Edit
District Representative		☐	[▼] Edit
+ Add Meeting Attendee			

8
We have attached a copy of the *Notice of Procedural safeguards*.   ☐ ☑
                                                                        Yes No

9
If a copy is not enclosed and you would like one, please contact:

Mr. John Smith	Special Education Teacher	(999)123-4567
Name	*Position*	*Phone*

Meetings addressing IEPs and placement are scheduled at a mutually agreed upon place and time by you and the school district. If you are unable to attend this meeting you may request participation through other means. If you are unable to attend this meeting, please contact:

10

Betsy Test	Special Education Coordinator	555-555-5551
Name of district personnel	*Title*	*Phone*

11

(Prints on report only)
Documentation of Invitation to Meeting: _____   _____   _____
                                              Date/initials   *Date/initials*   *Date/initials*

IEPplus – Washington Invitation

	IEPplus Data Fields	Additional Instructions
a	Maintenance, Manage Letterhead and/or User Defaults - Report Header, footers - Client Logo	Create form upon selecting New - Allow users to select or create a meeting - Refresh, Lock/finalize this form
1	Date	Today's Date, allow users to change - Saves to Form Date
1b	Notice Attempts	Check Boxes (3)
2	*TO:* *Parent/Guardian/Surrogate*	Contact Type = Parent/Guardian, and/or Surrogate Parent - Mail Attention line if blank, use Contact name field First, Middle, Last names & Qualifier (ie John H. Jones Jr.)
2a	*Student's Name:*	Include student on the single parent letter when: - Form, Meeting, Student marked as Invited. - Form, Meeting, Meeting Reason = Secondary Transition Planning, Alternate Code = TP Adult Student: Check for Release/Waiver of type = 'Parental Rights Retained'. If it exists in the proper time frame, student does not receive mail and does not participate in Educational Decisions.
3	Mail: Address Information	Basic Information, Contact, Contact Type = Parent / Guardian, and/or Surrogate Parent - Name, Address (Lines 1,2,City, State, Zip) - Mail Attention Line, if blank use Contact Name fields - Addresses Tab = Mail
4	Student Name & DOB: Student ID	Student Demographics, First, Middle, Last Name and Qualifier - Date of Birth field - Student, Demographics, Student Identification field
5	Purpose of Meeting	Form, Meeting, Meeting Reason Grid - Allow multiple reason selections - Check Boxes (10) - Other: Drop down displays all meeting reasons not alternate codes o Additional Freeform Text box, saved to meeting notes tab. Meeting Reasons: IEP Development (Alternate code = IEP) IEP Review (AR) IEP Amendment (AMEND) Secondary Transition Planning (TP) Manifestation Determination (MD) Transfer Verification (TRANS) Initiate Evaluation (IR) Initiate Reevaluation (RE) Discuss Special Education Referral (REF) Discuss Initial Evaluation Results (IEResults) Discuss Reevaluation Results (REResults) Consider Extended School Year (ESY) Services (ESY) Other:
6	Meeting Date & Time Meeting Location	Form, Meeting, Date & Time fields linked to this form. - Meeting Location field
7	Meeting Members	Form, Meeting, Meeting Attendee - Ability to use Team Template - Ability to mark Attended/Excusal Reason NOTE: Staff indicated with Postion like 'Agency' must be marked with a *. - Only Staff marked as Invited print on the report.
8	Procedure Safeguards	Y/N Check Box

		- Do not display Item #9 unless 'No' is marked

9	Procedure Safeguards Contact	Do not display unless Item #8 = 'No'
		Report: Do not print unless Item #9 = 'No'
		  - Letterhead, Staff Type Enclosure, Procedure Safeguards Contact,
		    Line 1: Name
		    Line 2: Position
		    Line 3: Phone

10	Meeting Participation Contact Person	Letterhead, Staff Type Enclosure, District Contact
		  - Line 1, Staff Name
		  - Line 2, Title
		  - Line 3, Phone
		Ability to select Staff Name from Staff control
		  - Display Name, Title and Phone
		Ability to modify name, title, phone autofilled on the form.

11	District Use ONLY	Print ONLY on report

Invitation VALIDATION RULES						
Form	Field #	Field	Error Message (48)	Error Description (1024)	Warning /Error	Exceptions
WA_Invite	4a	Student	Student is age 14 or older, invite student?	Student is 14 or older and Secondary Transition Planning meeting purpose is not indicated. Is this correct?	W	-Consider ESY
WA_Invite	6	Meeting	Missing Purpose, Date, Time and/or Location	Please check the meeting record. The meeting purpose, date, time and/or location is blank.	E	
WA_Invite	10	DistrictContact	Missing name, title, phone of District contact.	The name of district personnel, title and/or phone is blank.	E	
WA_Invite	9	ProcedureSafeguards	Procedural Safeguards Y/N not answered	Please answer if a copy of the Notice of Procedural Safeguards was attached.	W	

Revision History:

12/20/11: Added 1st, 2nd, 3rd Notice check box on top of form.

2/22/12: Changed screen shots to match new form design

Technical Documentation

Form/DB fields: Letterhead, Parent/Guardian, Meeting Staff Control
        Letterhead saves to form answers so user can change text.
Form Summary: Meeting information
SQL Add/Insert:
- Letterhead, Staff/type enclosure = District Contact
Report:
- Student's name only prints when Purpose of Meeting Alt Code = TP.

WA – Invitation to Meeting Q&A's FORM ID#_____??____					
Field	QU_Area	QU_Section	QU_Subsection	FAW_State	FAW_Notes
b	WA_INVITE	Main	Notice	1,2,3	
9a,b	WA_INVITE	Main	ProcedureSafeguards	Y=1, N=0	Name, Position, Phone (Piped)
10	WA_INVITE	Main	DistrictContact		Text

	IEPplus Data Fields	Additional Instructions
6	Meeting Reasons: Other	Allow user to type text as well as check off meeting reasons indicated on form or pick a reason from the drop down. - Do not display meeting reasons that you can check off in drop down. - Store other meeting reason information in meeting note table with a type of 'Invitation Other Reason'.