

**PARENT/GUARDIAN NOTIFICATION OF
CONFERENCE
ISBE Form 34-57D**

PURPOSE:

Form 34-57D informs the parent(s)/guardian(s) of the date, time, and location of the conference to discuss the educational needs of their child, the purpose of that conference, and those persons, identifying name and/or title, who have been invited to attend.

FORM USE:

This form provides the parent(s)/guardian(s) notice each time a conference is scheduled to:

- ◆ Review a child's educational status and determine what additional data, if any, are needed to complete an evaluation;
- ◆ Review an evaluation to determine, reconsider or change a child's eligibility for special education and related services;
- ◆ Review a child's eligibility and needs for special education and related services ;
- ◆ Review and/or develop a child's IEP and determine the child's educational placement;
- ◆ Consider postsecondary goals and transition services (beginning at age 14 1/2);
- ◆ Consider the relatedness of a child's disability to behaviors that resulted in a disciplinary code violation;
- ◆ Consider the need for a functional behavioral intervention assessment for the child;
- ◆ Review a need to create or revise a behavior intervention plan for the child;
- ◆ Review the child's recent change of placement due to suspension
- ◆ Determine the location of the interim alternative educational setting;
- ◆ Review anticipated date of graduation;
- ◆ Other.

PARTICIPANTS:

- ◆ Insert the names and/or titles of all individuals on the IEP team that will be invited for the purpose(s) identified on the form.
- ◆ Be sure to list all required personnel including students age 14 ½ and older when addressing needed transition services.

ADDITIONAL INSTRUCTIONS:

1. This form must be dated and mailed at least ten (10) calendar days prior to the scheduled conference. When applicable, the district may seek agreement from the parent(s) to waive the ten calendar interval requirement.
2. A choice of dates and times may be offered to the parent/guardian either by letter or phone prior to sending this notice. In such cases, this form can be used to confirm selected time/date.
3. The conference for which this notice is sent may be multipurpose. If this is the case, ALL boxes which apply or which may apply must be checked to ensure documentation of notice. For adequate notice to occur, parents must be notified in advance of any intended purpose(s) of a conference.

4. The form should list all individuals and/or their titles who are being invited to the conference. If any district personnel are unable to attend, the conference must still include the necessary participants.
5. Insert name and telephone number of the local district/special education cooperative contact person on the form. The contact person should be knowledgeable of special education procedures and communicate well with the parent/guardian.
6. Include a copy of this completed form in the student's temporary record.