



HIGH PLAINS EDUCATIONAL COOPERATIVE

"High Plains Educational Cooperative will assist and support the member districts in providing educational services which will maximize opportunities for all children to live, learn, and work in society." *HPEC Mission Statement*

621 E. Oklahoma
Ulysses, KS 67880
620-356-5577

NOTICE OF MEETING

DATE _____ ON BEHALF OF _____ (Student)

ADDRESS _____ TO _____ (Parent/Legal Educational Decision Maker)

Contact Date _____

Notice Mailed Personal or Phone _____
Name of Caller Person Contacted

Ten day notice waived with parent permission Parent Initials _____

School Presently Attending: _____

Date of Meeting: _____ Time of Meeting: _____ Place of Meeting: _____

- Student notified of meeting (Student 14+ years of age is invited to attend the meeting)
- Parent notified that student may attend meeting
- Agencies notified of meeting

PURPOSE OF MEETING

- The results of the evaluation or reevaluation of your child are now available. You may review all of the evaluation results before final decisions are made. By law, we must meet with you to review the evaluation results for your child, including any evaluations or information you wish to provide, current classroom-based assessments and observations, and teacher or other staff observations, to determine, with your input:
 - 1) your child's present levels of academic achievement, functional performance and educational needs;
 - 2) whether your child has an exceptionality; and
 - 3) whether your child needs special education and related services.
- If it is determined that your child is eligible for special education and related services, the IEP team will develop an individualized education program (IEP) for your child and determine the appropriate placement.

We will make our decisions based upon the results of the evaluation procedures which we previously told you we would administer in the Notice of Proposed Evaluation and Request for Consent, which you signed. We will also consider the strengths of your child and any recommendations you have for enhancing the education of your child

- Discuss possible changes in your child's individualized education program (IEP).
- Conduct an annual review of your child's individualized education program (IEP).
- Other _____

Discuss transition issues (plan for the future after leaving school) Transition needs and/or services can be considered at any age, but are to be considered by at least age 14 or 16 respectively.

The following persons have knowledge of the child and his/her educational needs. Parent may invite anyone they feel may contribute to this process, or who may make them feel comfortable.

Name / Position	Other Agency/ Transition	Name / Position
Parent _____	_____	_____
Parent _____	_____	_____
Student _____	_____	_____
*General Education Teacher _____	_____	_____
Principal/ Designee _____	_____	_____
Special Education Teacher _____	_____	_____
Other Special Educator _____	_____	_____

Does the school need to provide an interpreter: Yes No _____
(Name of Interpreter)

HPEC Administrator Notified _____

*General Education Teacher must be involved in the IEP process, in developing modifications/accommodations; scheduling support needs for this student within the general curriculum; in determining goals, benchmarks, and timelines; and supports for staff.

Phone numbers for various agencies are available to help parents understand the laws for educating children with exceptionalities and parental rights granted by those laws. See parent rights document or call 620-356-5577, 1-800-779-4732, or _____

PROCEDURAL SAFEGUARDS TO PROTECT PARENT'S RIGHTS

Both state and federal laws concerning the education of children with exceptionalities include many parental rights. Receiving notices of action the school wants to take in regard to your child and being a part of your child's educational planning team are examples of your rights. These laws also require that the school follow certain procedures to make sure you know your rights and have an opportunity to exercise those rights. Notice of parent rights will be provided to you upon initial referral or parental request for evaluation; request for a due process hearing; disciplinary removal of child from school that would constitute a change of placement; and upon request.

Parent requests that the Notice of Parent Rights be delivered in following method:

Check one

- emailed to the following address _____
- electronically download from <http://www.highplainsed.com/parents.htm>
- paper copy

Read your Notice of parental rights carefully and, if you have any questions regarding your rights, you may contact: **High Plains Educational Cooperative at 620-356-5577 or 800-779-4732** or your **local school psychologist**.

ADDITIONAL INFORMATION

You may contact any of the following IDEA 97 funded resources to help you understand the federal and state laws for educating children with exceptionalities and parental rights (procedural safeguards) granted by those laws:

Kansas State Dept. of Education 800-203-9462
Families Together, Inc. (Garden City) 888-820-6364
Disability Rights Center of Kansas 877-776-1541
Keys for Networking 785-233-8732

Other Local Resources:

Check one

- Parent has access to their child's IEP on the web, and **does not** want a paper copy of the IEP or updates.
- Parent has access to their child's IEP on the web, and wants a paper copy of the ___ IEP and/or ___ updates.
- Parent does not have access to their child's IEP on the web, therefore a paper copy will be sent.

ACKNOWLEDGMENT

I have been fully informed of all information relevant to the proposed meeting and I understand the purpose of the meeting. I also have been provided a copy of our parental rights (procedural safeguards). I understand these rights and safeguards.

(Parent/Legal Education Decision Maker) Date _____

(Parent/Legal Education Decision Maker) Date _____