

PARENT NON-ATTENDANCE AT INDIVIDUALIZED EDUCATION PROGRAM

Dear _____

Because you were not able to attend the eligibility/Individualized Education Program (I.E.P.) Placement meeting on _____
for _____.

I am sending you a copy of the Individualized Education Program which was developed at that time.

If you would like to meet with me about the results of that meeting, please contact me to set up an appointment.

Sincerely,

Signature Title Phone

Address City State Zip

Parents of a child with a disability have protection under *Procedural Safeguards*. For a copy of the *Procedural Safeguards* or for assistance in understanding this information you may contact the staff member listed.