

Date: _____

Dear _____,

My IEP is coming up on _____, at

_____, in room _____. At my IEP meeting, I will present a Microsoft Power Point presentation discussing information about my strengths, areas of need, transition goals, and accommodations that I need. You are more than welcome to stay for the rest of the meeting but I understand that you are busy. I would appreciate it if you could be there for my presentation. It should only take about 15 minutes. I hope you will plan to attend. Thank You!

Sincerely,

Please return this portion to _____
(IEP case manager)

To: _____ and _____
(student) (IEP case manager)

From: _____ Date: _____

_____ Yes, I will be able to attend your IEP meeting.

_____ No, I will not be able to attend your IEP meeting.

If you are unable to attend the IEP meeting, please send a written narrative on my strengths and needs in your class.