

Sample Letter For Inviting Agency Personnel To IEP Team Meetings

# *Letter of Notification*

Date:     M/D/Y    

Agency:     Agency Personnel      
Contact Person:     Agency Representative      
Address:     Mailing Address      
    City, State Zip Code    

Dear Agency Representative:

A conference is scheduled for \_\_\_\_\_  
at \_\_\_\_\_ for \_\_\_\_\_  
School Date/Time

Transition is one of the topics to be discussed at the conference. As required by the Individuals with Disabilities Education Act (IDEA), it is important that you or a designee be invited to attend. Some information that you may wish to bring may include:

- Information Packet/Eligibility criteria;
- Scope of your agency's services; and/or,
- Application for services.

If you have any questions, please contact:

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
School

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone