

PARENT/GUARDIAN NOT IN ATTENDANCE AT IEP MEETING

RE: _____

DATE: _____

Dear Parent/Guardian:

We are sorry you were unable to attend an IEP committee meeting which was held on _____ to review your child's

The following persons were present at the meeting:

Enclosed is your child's IEP (Individual Educational Program) which was developed during the meeting. If you agree with the educational program, please sign your name on the parent signature line and return the signed form to me or the principal.

If you have any questions, feel free to call _____
at _____ (phone) _____ (name)

Sincerely,

Administrator/ Designee