

## ***Mid-Valley Special Education Cooperative***

1304 Ronzheimer Ave. St. Charles, IL 60174 (331) 228-4873 fax (331) 228-4874 tty: (630) 513-7114  
*Serving the children and families of the Batavia, Kaneland, Geneva, Central and St. Charles Community School Districts*

Date: \_\_\_\_\_

Dear Parents/Guardians:

An IEP meeting for \_\_\_\_\_ has been tentatively scheduled for \_\_\_\_\_.  
Once we have confirmed the date/time with you and your home school district's representative, we will be sending you a formal invitation.

We believe your participation is very important. Please complete the bottom portion and return it to us at school as soon as possible. If you have any questions or comments, please call me at \_\_\_\_\_ or email me at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Case Manager

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Student: \_\_\_\_\_  
Parents/Guardian: \_\_\_\_\_

Yes, I will attend the IEP meeting on: \_\_\_\_\_

I cannot attend at this time but would like to participate. A better time for me is:

Mornings       Afternoons      Mon. Tues. Wed. Thurs. Fri.  
(circle all that apply)

I cannot attend at this time and cannot arrange another time. Please go ahead without me.

I think my student.....

Is doing satisfactorily in school

Is having difficulty with \_\_\_\_\_  
\_\_\_\_\_

Needs work on \_\_\_\_\_  
\_\_\_\_\_

Other comments \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_