

10 Calendar Day Notice of an Annual IEP Meeting
Date: 09/01/05

The official notice of an IEP meeting should be sent to parents 10 calendar days in advance to the meeting. The draft of an annual review IEP should accompany the notice. All providers are to have up-dated their portion of the IEP prior to the draft being sent to parents. This allows parents time to read the IEP as well as the time to call any provider to ask questions prior to the meeting. This process can reduce the overall amount of time spent at the official meeting for all parties involved as well as arriving at the desired outcome intended.