NOTICE AND INVITATION TO ATTEND
THE NONPUBLIC SERVICE PLAN TEAM MEETING
Kent Intermediate School District, Grand Rapids, Michigan

INVITATION

Dear [Student Name],

You are invited to attend a Service Plan Team meeting for [Student Name]. The details of this meeting are as follows:

Day: [Day] Date: [Date]
Time: [Time] Place: [Place]

If for any reason the scheduled time, date or place is not workable for you, please contact me as soon as possible.

PURPOSE

The purpose of this meeting includes: (Check all that apply)

- Determining or reviewing this student's eligibility for special education programs/services.
- Developing, reviewing or revising this student's Service Plan.
- Other ____________________________

INVITED TEAM MEMBERS

Student ____________________________ Parent/Guardian ____________________________
General Ed Teacher ____________________________ Nonpublic School Rep ____________________________
Special Ed Provider ____________________________ Public School District Rep ____________________________
Eval Team Rep ____________________________ Other/Title ____________________________
Other/Title ____________________________ Other/Title ____________________________

ADDITIONAL INFORMATION

- Your role at the Service Plan Team meeting as a student or parent is very important since you will work with other team members to develop the Nonpublic Service Plan. We encourage you to share information that might be helpful in making these important decisions. You may bring other persons to this meeting who have knowledge or special expertise about your child. We would, however, appreciate advance notice of additional members so we can have adequate space available.
- If your child attends a nonpublic school located in a school district outside of where you live, you may ask to have a representative from your home school district attend this meeting.
- Service Plan Team members will share information to help determine the eligibility, educational strengths and needs, goals and objectives as well as special education ancillary services to be provided to this student.
- If your child was evaluated, staff will discuss the results.
- A copy of the Special Education Parent Handbook with Procedural Safeguards is provided to you once per year. This document describes the rights and responsibilities of students, parents, and school districts in the special education process.

CONTACT AND SIGNATURE

If you have questions regarding any of this information, please do not hesitate to contact me. I look forward to meeting with you.

Respectfully,

[Signature]

School Address ____________________________

School Telephone ____________________________