

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

School District \_\_\_\_\_ Date \_\_\_\_\_

INVITATION

Dear \_\_\_\_\_

You are invited to attend a Service Plan Team meeting for \_\_\_\_\_. The details of this meeting are as follows:

Day \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_ 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,

School Address \_\_\_\_\_

\_\_\_\_\_

School Telephone \_\_\_\_\_

Signature \_\_\_\_\_