Mississippi Department of Human Services/Division of Youth Services
Second Parent Notification of Special Education IEP/Placement Committee Meeting

If a parent states that they will attend the IEP meeting and does not, this letter is sent with a Notice of IEP meeting announcing the new date and/or time for the meeting (may be notified by phone). This second meeting should be scheduled in cooperation with the parent. The following letter notifies the parent that unless a change in the meeting date or time is requested, the meeting will be held even though they may not be in attendance. If the parent requests a change in date or time to facilitate their participation, every effort should be made to schedule the meeting at a time that is convenient for all parties. However, the parent should be advised that the meeting will be held. Parents are notified that no change will be made in their child's educational program until they have had an opportunity to review the recommendations of the IEP team.

Date: _____

MDHS/DYS Facility: _____

To the parents of _____

We are very sorry that you did not attend the IEP team meeting that was scheduled _____. Enclosed is a second Parent Notification of Special Education IEP/Placement Committee Meeting. This meeting has been rescheduled to encourage your participation. However, unless you request a change in the date and/or time of this meeting, the IEP team will meet with or without your participation. We will be glad to make arrangements for you to participate by telephone if this will be convenient for you.

Please contact me immediately to advise if you are planning to participate or if you wish to participate by telephone. We encourage your participation in this meeting.

Sincerely,

_____
(Name, Title)

_____ Notified by phone
_____ Notified by mail