Mississippi Department of Human Services/Division of Youth Services
NOTICE TO PARENT(S) NOT IN ATTENDANCE AT IEP
and/or ELIGIBILITY MEETING

This letter is sent to parents who were unable to attend the IEP or Eligibility Team meeting(s) for their child. A copy of the IEP and other documents that were reviewed and considered by the team are included with the letter. Parents must receive this information 5-7 days prior to the proposed implementation of any IEP amendment or change in placement.

Date: _____
MDHS/DYS Facility: _____
Student Name: _____ Date of Birth: _____

Dear Parent:
We regret that you were unable to attend the IEP/Eligibility Team meeting held for your child on _____ (date). Your participation in these meetings is extremely important.

Included with this letter is a copy of the IEP that is proposed to be implemented for your child on _____ (implementation date). A copy of his/her current or proposed eligibility is also enclosed. The IEP will be implemented unless you have questions or concerns regarding these recommendations. If you have any questions or concerns, please contact me prior to the proposed implementation date.

If a change in placement has been recommended, it is very important that you review the team's recommendations and return the signed Consent for Placement form that is included with this letter.

A copy of the Procedural Safeguards is included.

If we do not hear from you within 5 calendar days, we will attempt to contact you to determine if you have any questions or need additional information. We appreciate your cooperation in providing an appropriate educational opportunity for your child.

Sincerely,

Case Manager (Telephone Number: _____)