



IEP Reminder Notice

Notice: #2 #3 #3+

Date of Reminder Notice: _____

To the Parent(s) of _____,

This is to remind you of the IEP meeting that has been scheduled for _____, (M T W TH F), at _____ a.m. p.m.
The IEP committee will meet at _____ School.

Remember, your child is also invited to the meeting if you wish for him/her to attend and take part in the planning of his/her IEP.

If you have any questions, please feel free to call Sharon Claxton at 728-5964 – Ext. 246 or me at _____. We all look forward to seeing you at the meeting.

Sharon H. Claxton
IEP Facilitator
Richland Parish School System

Special Education Teacher

**** Remember, your presence at the meeting is very important to us and to your child -- you have valuable information because you know your child better than anyone else !**



IEP/ITP Reminder Notice

Notice: #2 #3 #3+

Date of Reminder Notice: _____

To the Parent(s) of _____,

This is to remind you of the IEP / ITP meeting that has been scheduled for _____, (M T W TH F), at _____ a.m. p.m.
The IEP / ITP committee will meet at _____ School.

Remember, your son/daughter is also invited to the meeting. It is very important for him/her to be involved in his/her transition planning as well as in planning his/her instruction for the following year.

If you have any questions, please feel free to call Denise Rainey at 728-5964 Ext. 248 or me at _____. We all look forward to seeing you and your child at the meeting.

Denise Rainey, Transition Coordinator
Richland Parish School System

Special Education Teacher

**** Remember, your presence at the meeting is very important to us and to your child -- you have valuable information because you know your child better than anyone else !**



IEP Reminder Notice

Notice: #2 #3 #3+ Date of Reminder Notice: _____

To the Parent(s) of _____,

This is to remind you of the IEP meeting that has been scheduled for _____, (M T W TH F), at _____ a.m. p.m. The IEP committee will meet at _____ Elementary School.

If you have any questions, please feel free to call Gloria Hodge at 728-5964 – Ext. 257 or me at _____. We all look forward to seeing you at the meeting.

Gloria Hodge
Preschool Coordinator
Richland Parish School System

Special Education Teacher

**** Remember, your presence at the meeting is very important to us and to your child -- you have valuable information because you know your child better than anyone else !**



IEP Reminder Notice for Gifted/Talented students

Notice: #2 #3 #3+ Date of Reminder Notice: _____

To the Parent(s) of _____,

This is to remind you of the IEP meeting that has been scheduled for
_____, (M T W TH F), at _____ a.m. p.m.
The IEP committee will meet at _____ School.

Remember, your child is also invited to the meeting if you wish for
him/her to attend and take part in the planning of his/her IEP.

If you have any questions, please feel free to call me at _____.
We all look forward to seeing you at the meeting.

Gifted / Talented Teacher

**** Remember, your presence at the meeting is very important to us
and to your child -- you have valuable information because you
know your child better than anyone else !**