

Using DPI Sample Special Education Form I-1-C:

Request to Invite Others with Knowledge or Special Expertise to an Individualized Education Program (IEP) Meeting

Many children who receive Early Childhood Special Education Services also attend a community-based regular early childhood program. When a child is participating or may participate in a community-based regular early childhood program during the term of the IEP, it is important to consider information from the teacher of the child when making IEP team decisions.

Using DPI Sample Special Education Form I-1-C (<http://ec.dpi.wi.gov/files/sped/pdf/form-i-1-c.pdf>), the LEA can obtain parent consent to invite another individual with knowledge or special expertise regarding the child to the IEP team meeting.

The LEA should use this form for the following purposes:

- 1) To invite the **community-based appropriately licensed regular early childhood teacher of the child** to serve as the regular education teacher representative on the IEP team. Please see <http://ec.dpi.wi.gov/files/sped/pdf/ec-reg-ed-participation.pdf> to determine if a teacher is appropriately licensed.
- 2) To invite the **community-based teacher of the child**, even if he/she is not appropriately licensed, to the IEP team meeting.
- 3) To invite another individual with knowledge or special expertise regarding the child to the IEP team meeting.

REQUEST TO INVITE OTHERS WITH KNOWLEDGE OR SPECIAL EXPERTISE TO AN INDIVIDUALIZED EDUCATION PROGRAM (IEP) MEETING Form I-1-C (New 5/2012)	
_____ SCHOOL DISTRICT	
<i>[If you need this notice in a different language or communicated in a different way, or have questions about this notice, please contact _____ at _____.]</i>	
Dear _____	Date _____
A purpose of your child's upcoming individualized education program (IEP) meeting is to discuss his / her present level of performance, annual goals, and services needed to achieve those goals. We would like to invite individuals not employed by the school district who work with your child and may assist with planning for your child. We cannot invite the individual(s) unless we receive your written permission.	
<u>Name, if known</u>	<u>Agency</u>
_____	_____
_____	_____
Sincerely,	

Name and Title of District Contact Person	

I understand the action proposed by the school district and	
<i>(Please check the appropriate box below, sign, date and return one copy of this request to the school district)</i>	
<input type="checkbox"/> I give my consent for all of the above identified individuals or representatives to be invited to my child's IEP meeting. I understand that my consent is voluntary and may be revoked at any time before the identified individuals or representatives have been invited.	
<input type="checkbox"/> I give my consent for the following above identified individuals or representatives to be invited to my child's IEP meeting _____.	
<input type="checkbox"/> I do <u>not</u> give my consent for any of the above identified individuals or representatives to be invited to my child's IEP meeting.	
_____	_____
Signature of parent or legal guardian or adult student	Date
You and your child have protection under the procedural safeguards (rights) of special education law. The school district must provide you with a copy of your procedural safeguards once a year. Enclosed is a copy or earlier this year you received a copy of your procedural safeguard rights in a brochure about parent and child rights. If you would like another copy of this brochure, please contact the district at the telephone number above. In addition to district staff, you may also contact _____ at _____ if you have questions about your rights.	

For more information on determining regular education teacher participation on the IEP team for children receiving early childhood special education services, please visit <http://ec.dpi.wi.gov/files/sped/av/ec-iep-reg-ed/player.html>.