

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education

BUL4182.1
August 9, 2010

ATTACHMENT A

DATE

Dear Parent,

An Individualized Education Program (IEP) team meeting has been scheduled to address your child's educational needs. Attached please find a *Notification to Participate in an IEP Meeting* form which indicates the IEP meeting date, time, and location. At this IEP meeting, an eligibility of Emotional Disturbance will be considered or discussed. As part of the District's Modified Consent Decree (MCD) Outcome 18 requirement, whenever an eligibility of Emotional Disturbance is being considered for a student at an IEP meeting, parental participation is required. This letter serves as the District's notice to you regarding your required participation in the IEP team meeting.

Please indicate on the *Notification* form if you will attend or if you would like the meeting date and time rescheduled. If you find that you are not physically able to attend the meeting, there are several ways for you to participate in the IEP process without actually being present. For example, you may participate in the meeting via telephone call. Upon your request to participate by telephone, the District will arrange for the IEP team meeting to be held in a room with a speaker telephone. If you would like to participate by telephone, but are unable to make telephone calls outside of a certain area code, please provide a telephone number where you can be reached, and the District will place the call to you.

As a reminder, MCD Outcome 18 requires parental participation in IEPs where an eligibility of Emotional Disturbance is being considered or discussed. However, if you are unable to re-schedule the IEP meeting and unable to participate in the IEP meeting even by phone, please check the appropriate box on the *Notification* form authorizing the IEP team to convene the meeting without you. Also, please sign and return the bottom of page two of this letter acknowledging that you have been made aware of the MCD requirement for your participation in the IEP meeting, but that you are granting permission for the District to proceed with the IEP team meeting in your absence.

Please sign and return the *Notification* form as soon as possible but no later than seven (7) days before the meeting. If you have any questions or would like to discuss the contents of this letter, please do not hesitate to contact the IEP Administrative Designee, _____ at () _____.

Sincerely,

Principal

_____ **Acknowledgement and Permission to Proceed** _____

**Acknowledgement of MCD Outcome 18 Requirement of Parental Participation in the IEP Team Meeting
While Granting Permission to Proceed With the IEP Team Meeting without the Parent**

If you have indicated on the *Notification to Participate in the IEP Meeting* form that you are authorizing the IEP team meeting to be convened without your attendance or your participation by telephone, please read the statement below, sign and date the form, and return it along with the *Notification* form to the school.

Statement

I acknowledge that while I have been notified that the District's Modified Consent Decree Outcome 18 requires parental participation in IEP team meetings where an eligibility of Emotional Disturbance is being considered or discussed, I am granting the District permission to proceed with my child's IEP team meeting in my absence.

Parent Signature

Date

Student Name: _____

Date of Birth: _____