Notice of Case Conference

Student: _____ **STN:** _____

DOB: _____ **Age:** _____ **Grade:** _____ **Gender:** _____

A date, time, and place for a Case Conference Committee meeting for the above student has been mutually agreed
Date: _____ Time: _____ Place: _____

Invited Individuals

The following individuals will be invited to this meeting either because their attendance is required or because the public agency has determined that they have knowledge or special expertise regarding the student:

Position	Name	Additional Title

A parent of a student with a disability has protection under the procedural safeguards which can be obtained on request and will be available at the annual case conference committee meeting. The procedural safeguards document includes a list of resources to contact for assistance in understanding the provisions of Indiana special education rules.

A parent may request the participation of any other individual whom the parent has determined has knowledge or special expertise regarding the student. For a student transitioning from First Steps, an invitation to the initial case conference committee meeting must be sent to a Part C representative at the request of the parent.

At the discretion of the parent, the student may attend. The student will be invited to the case conference meeting once the student is of the age to be preparing for transition to adulthood. When a student attains eighteen (18) years of age, all of the rights that were formally provided to the student's parents shall transfer to the student unless a guardianship order has been presented or an educational representative has been appointed.

Please acknowledge your plans by returning this form or by emailing a school representative above.
- ☐ I plan to attend.
- ☐ I request participation by other methods such as phone.
- ☐ I am unable to attend. Please reschedule. I have offered my availability on this form.
- ☐ I am unable to attend. Please convene the meeting without me. Following the meeting, please provide me with the Written Notice summarizing the discussion points, findings, and determinations of the Case Conference Committee.

_____

Sign **Date**