



## Meeting Notification

Date:

Dear,

This is to confirm that a meeting for \_\_\_\_\_ has been scheduled for  
(child's name)  
\_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_  
(date) (time) (location)

The purpose of this meeting is to:

- Discuss referral to First Steps
- Develop Initial IFSP\*
- Annual IFSP Meeting\*
- Other:
- Eligibility Determination Meeting
- Review/revise IFSP Meeting\*
- Transition Meeting\*

The following individuals have been invited to attend this meeting: (individuals are listed by name with discipline)

We hope that you will share your observations, questions, concerns and priorities for your child and family during the meeting. You may also invite any additional individuals whom you would like to participate. If this time is not convenient or you need to reschedule for any reason, please call me at \_\_\_\_\_ or write me at \_\_\_\_\_  
(phone number) (address)

Sincerely,

\* Required by state regulations to provide written notification prior to the meeting.