



**Hillsborough County**  
PUBLIC SCHOOLS  
*Excellence in Education*

**DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION**



# MEETINGS



**Fast Fact #8 (2/16)**

As provided for in the federal regulations which govern the implementation of the *Individuals with Disabilities Education Act* (IDEA), parents have a right to participate in meetings which have to do with the identification, evaluation, eligibility, reevaluation, and educational placement of their child, and the provision of a free appropriate public education (FAPE) to their child.

A meeting does not include informal discussions among teachers and administrators, which may include unscheduled conversations involving school personnel and conversations on issues such as teaching methodology, lesson plans, or coordination of service provision. A meeting also does not include preparatory activities that school personnel engage in to develop a proposal or response to a parent proposal that will be discussed at a later meeting.

**Child Study Team**

Parents must be invited to participate in Child Study Team (CST) meetings during which a decision is made regarding the initial evaluation of their child. The parent notification form used for this purpose is the *Parent/Guardian General Invitation Letter*.

The *Part B Notice of Procedural Safeguards*, which contains a full explanation of the procedural safeguards available under the IDEA, the U.S. Department of Education regulations, and corresponding state requirements, must be provided to the parents prior to requesting parent consent using the *Informed Parental Consent for Initial Evaluation* form.

[For record keeping purposes and for the logging of information, ESE teachers provide CST members with a list of students being considered for reevaluations at the beginning of the school year. Convening a meeting is not required for this purpose.]

**Eligibility Staffing Meetings**

Upon completion of the administration of tests and other evaluations, parents must be invited to participate in the Eligibility Staffing meeting. Copies of evaluation reports must be provided to parents in advance of the Eligibility Staffing. The determination of whether the child is a child with a disability must be made by a team of qualified professionals and the parents of the child. Documentation of eligibility (*Eligibility Staffing Report*) must be provided to the parents.

<p><b>IEP Team Meetings</b></p>	<p>The parents of a child with a disability must be invited to participate in all IEP Team meetings. A <i>Prior Parent Notification</i> form must be used to document efforts to involve parents in the educational planning process. Parents must receive a copy of the <i>Part B Notice of Procedural Safeguards</i> at least one time per school year. This notice may be enclosed for the parents with the <i>Prior Parent Notification</i>.</p> <p>Whenever appropriate, the student with the disability should participate in the IEP Team meeting. The student must be invited when the IEP meeting will include the development of measurable postsecondary goals and a discussion of needed transition services; and the parent must be notified that the student is being invited. (When applicable, the student must be invited by checking the appropriate box on the <i>Prior Parent Notification</i> form).</p>
<p><b>IEP Team Meetings to Consider Reevaluation</b></p>	<p>Decisions regarding the reevaluation needs of a child with a disability must be made at an IEP Team meeting. Parents must be invited to attend using the <i>Prior Parent Notification</i> form. Existing data, including evaluations and information provided by the parents, must be reviewed to determine if additional data is needed to address the educational needs of the child. Student Services personnel should be notified of meetings in advance and information regarding the outcome of the meeting should be shared with the CST.</p> <p>The IEP Team must secure or document attempts to secure the written consent of the parents, prior to reevaluating the child, by utilizing the <i>Informed Parental Consent for Reevaluation</i> form. Reevaluation may be conducted without parent consent if the parent has not responded to a minimum of three documented attempts.</p> <p>An IEP Team meeting must be convened to discuss the results of the reevaluation and to review/revise the IEP, as appropriate, following the completion of the administration of tests and assessments.</p> <p>[Upon completion of the reevaluation, information should be forwarded to the CST for record keeping and log entry.]</p>

***Who can parents and school personnel contact for additional information?***

- **ESE Team Members in the District Area Offices**
- **ESE Staffing and ESE Compliance Personnel in the Velasco Student Services Center**

***References:***

- ***Individuals with Disabilities Education Act (IDEA)***
- ***Federal Register 34 C.F.R. Parts 300 and 301***
- ***Florida Statutes and State Board of Education Rules***