



Individual Services Plan Meeting Notification

School: _____
Address: _____
Date: _____
RE: _____
ID NO.: _____

Dear _____,

The Individuals with Disabilities Education Act (IDEA), as amended, and the Regulations Governing Special Education Programs for Children with Disabilities in Virginia, specify that an Individualized Education Program (IEP) must be written for every student enrolled in a public school who receives special education services. Per our conversation on _____, you have indicated that you have enrolled your child in a private school and are declining the offer by Fairfax County Public Schools (FCPS) to provide special education and related services through an IEP. Students who are eligible for special education and related services and who are enrolled by their parents in a private school may receive services from FCPS through an Individual Services Plan (ISP). The ISP is a written statement of the services your child will receive during the year. The law specifies that the ISP must be developed by a team including the parent and appropriate school personnel.

This is to confirm that your child's ISP meeting is scheduled for (date), _____ at (time) _____ at (location) _____. The purpose of this meeting is to develop:

- an initial ISP an annual ISP

School staff who will be present at this meeting include: _____

Other individuals who have knowledge or special expertise regarding your child may participate in the meeting at the discretion of you or the school. The determination of the knowledge or special expertise shall be made by the party who invited the individual.

Any questions you may have concerning the provision of special education and related services for your child will be addressed during the ISP meeting. A copy of *Parent Information Regarding Children with Disabilities Enrolled by Their Parents in Private Schools* is enclosed for your information. If I can be of assistance to you, please contact me at _____.

Sincerely,

Enclosure

Information from the Fairfax County Public Schools student scholastic record is released on the condition that the recipient agrees not to permit any other party to have access to such information without the written consent of the parent or of the eligible student.