



# Notice of Eligibility Meeting

SCHOOL \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 DATE \_\_\_\_\_  
 RE \_\_\_\_\_  
 ID NUMBER \_\_\_\_\_

Dear \_\_\_\_\_

The eligibility committee will be meeting on (date) \_\_\_\_\_, at (time) \_\_\_\_\_, at your child's school for the purpose of determining whether your child:

- is a child with a disability and in need of special education; or
- continues to be a child with a disability and in need of special education.

The eligibility committee is comprised of you, the parent, and a team of qualified professionals. School staff who will be present at this meeting include:

- Principal or Designee
- Special Education Teacher
- Psychologist
- Social Worker
- General Education Teacher
- Other \_\_\_\_\_

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.

The eligibility committee will review the assessment reports completed on your child as well as other pertinent information. A variety of assessment tools and strategies were used to gather information regarding your child. A copy of the assessment reports will be available to you three calendar days prior to the eligibility meeting.

If your child is determined to not be eligible for special education, and you consent with this determination, the committee may recommend an evaluation under Section 504 of the Rehabilitation Act as amended. If the committee recommends an evaluation, parents have the right to participate in the process, and your written consent is required prior to the initiation of the evaluation process.

Parents of a child with a disability have protection under the procedural safeguards. A copy of *Your Family's Special Education Rights (Virginia Procedural Safeguards Notice)* and *Section 504 of the Rehabilitation Act of 1973 Procedural Safeguards* are enclosed for your information. Additional copies of these documents are available at the school or on-line at <https://www.fcps.edu/sites/default/files/media/forms/se4.pdf> and <https://www.fcps.edu/sites/default/files/media/forms/se92.pdf>. Should you desire assistance in understanding the provisions of these procedural safeguards, please call Due Process and Eligibility at 571-423-4470.

If you have any questions regarding the upcoming meeting, please contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

Enclosures

*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 eligible student.*