



**CONFIDENTIAL**

Fairfax County Public Schools  
**IEP Notice - Initial/Annual**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_  
RE: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_  
ID NO.: \_\_\_\_\_

Dear \_\_\_\_\_,

The Individuals With Disabilities Education Act (IDEA), as amended, and the regulations governing special education programs in Virginia specify that an individualized education program (IEP) must be written for every student who receives special education services. The IEP is a written statement of the special education and related services your child will receive during the year. The law specifies that the IEP be developed by a team including the parent and appropriate school personnel.

This is to confirm that your child's IEP meeting is scheduled on (date) \_\_\_\_\_ at (time) \_\_\_\_\_, at (location) \_\_\_\_\_.

The purpose of this meeting is to develop:

an initial IEP     an IEP addendum     an annual IEP     other \_\_\_\_\_

School staff who will be present at this meeting include:

principal or designee     special education teacher     general education teacher     \_\_\_\_\_  
 \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_

A member of the IEP team may be absent from an IEP meeting, in whole or in part, if you give your consent. All members indicated above, if appropriate, have provided input into the development of the draft IEP, which can be made available to you upon request.

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.

If your preschool aged child has an existing individualized family service plan (IFSP), the coordinator or a representative of the Part C system may be invited, at your request, to participate in the initial IEP meeting to assist with smooth transition of services.

If your child is 14 years of age or older (or younger if determined appropriate by the IEP team), an additional purpose of the meeting is to consider a transition plan. Your child is invited and expected to participate. If appropriate, a representative(s) of an agency or agencies will be invited, with your permission.

\_\_\_\_\_  
\_\_\_\_\_

Any questions you may have concerning your child's program will be discussed at the IEP meeting. If this is an initial or annual IEP meeting, copies of *Your Family's Special Education Rights (Virginia Procedural Safeguards Notice)*, *IEP Meeting Agenda for Parents*, and a *Parent Information for IEP* form are enclosed for your information. If you have questions or desire assistance in understanding the provisions of these procedural safeguards, please contact Due Process and Eligibility at 571-423-4470. Additional copies of these documents are available at the school or on-line at <https://www.fcps.edu/academics/special-education/forms>.

If you would like to provide information prior to the meeting, or if I may be of further assistance to you, please contact me 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 of the eligible student.*