

**School District Identifying Information**

**Meeting Notice  
Committee on Preschool Special Education (CPSE)**

Date of Notice: [redacted]

[redacted] Insert parent name and address [redacted]

Dear Parent or Guardian of [redacted]      DOB: [redacted]      Local ID number: [redacted]

We have scheduled a CPSE meeting to discuss your child's educational needs. Your participation in this meeting is very important and you are encouraged to attend. As a member of the CPSE, you have a right to participate in discussions and decisions about the identification, evaluation and educational placement of your child. You may address the CPSE in person or in writing. The meeting has been scheduled for the following date, time and location:

Date	Time	Location
[redacted]	[redacted]	[redacted]

Purpose of this meeting:  
[redacted]

Names and titles of the persons expected to attend the meeting:

Name	Title
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

You have the right to invite other individuals who you determine to have knowledge or special expertise about your child. Please notify us in advance of the names and titles of any individuals you have invited to the meeting.

A parent of a child with a disability enrolled in a preschool or elementary level education program is a required member of the CPSE unless you notify the district, in writing, that you do not want this individual to attend this meeting.

If your child is transitioning from the Early Intervention (EI) Program, you may request that we invite a service coordinator or other representative of the EI program to the meeting to assist with the smooth transition of services. Please contact (name) at (telephone number)

to request that we invite a representative of the EI services program to participate in the meeting.

You and the district may agree, in writing, that a member of the CPSE does not need to attend all or a part of the meeting if that member's area of service to your child will not be discussed or changed at the meeting.

If the CPSE member's area of service to your child will be discussed or changed at the meeting, you and the district may consent, in writing, to excuse that member from attending all or a part of the meeting. In this situation, you must receive written input by the member regarding the development of the individualized education program (IEP) prior to the meeting and before you consent to the excusal.

If you have any questions regarding information contained in this meeting notice or if the scheduled date, time or location of the meeting is not convenient and/or if you need assistance understanding the special education process, please contact (name) at (telephone number). If you are unable to attend but wish to participate in this meeting, you and the district may agree to use alternative means of participation, such as a conference telephone call. We look forward to your participation in this important meeting.

Sincerely,