

**Request to Invite Outside Agency Representatives to the Individualized Education Program (IEP)
Meeting for Secondary Transition Planning**

(Sample, NDDPI 07-07)

School District _____

Dear _____ Date: _____
Parent(s)/Legal Guardian Name

The purpose of the upcoming IEP meeting for your child will be to discuss and develop appropriate postsecondary goals and transition services needed to assist your child in reaching those identified goals. We believe it would be helpful to invite the following individuals or representatives who may assist with the transition planning for your child.

Name, if known	Agency
_____	_____
_____	_____
_____	_____

Before we can invite these individuals or representatives the district needs your written consent (permission).

Sincerely,

Name and Title of District Contact Person

As the parent/or legal guardian of (child) _____, I understand the proposed action by the school district and

(Please check the appropriate box below, sign, date, and return one copy of this request to the school district)

- I give my consent for all of the above identified individuals or representatives to be invited to my child's IEP meeting. I understand that my consent is voluntary and may be revoked at any time before the identified individuals or representative has been invited.
- I give my consent for the following above identified individuals or representatives to be invited to my child's IEP meeting.
- I do not give my consent for any of the above identified individuals or representatives to be invited to my child's IEP meeting.

Effective Dates of this consent: _____

Parent(s)/Legal Guardian Signature(s) or Adult Student Date