**Parent Notification of Completed**

**Annual Case Conference**

Date:

Enter Parent/Guardian Name

Enter Address

Enter City, IN Enter Zip code

RE: Enter student last, first name– Enter ID

Dear Parent/Guardian,

Included in this letter is the individualized education plan (IEP) developed for your student, at the case conference committee meeting held at Enter school on Enter date.

The purpose of the meeting was to review your student’s progress and to establish new goals and objectives relative to special education needs and services. Several attempts were made to hold this conference but you did not attend.

If you have any questions or concerns about the new IEP, please contact Name of SE teacher at phone number or you may contact me at (574)262-5542.

If you do not contact us within ten (10) days of the date of this letter, it will be assumed that you are in agreement with the IEP developed and the program will proceed as written.

Thank you for your attention to this matter.

Sincerely,

Tina Northern

Tina Northern

Director, Special Education

Department of Student Services