

CHILDREN'S INTEGRATED SERVICES MEETING NOTICE

CIS Agency Address:

Date: _____

Dear _____,

This letter is to confirm that a team meeting has been scheduled for _____ (child's name) to discuss:

- Evaluation and Eligibility Determination
- Development of the One Plan
- 6-month/periodic review of the One Plan
- Annual Review of the One Plan
- Transition Conference/Transition Planning
- Team meeting for the purpose of: _____

The meeting is scheduled for:

Date: _____

Time: _____

Location: _____

In addition to you, the following people have been invited to this meeting:

If there are other individuals you would like to invite, please feel free to do so, or let me know if you would like me to do it for you. If circumstances change and this is not a convenient time or location for you, please contact me at _____ (phone & email) and the meeting will be rescheduled.

Thank you. I look forward to seeing you there.

Sincerely,

_____ (name), _____ (credentials)

_____ (role)

cc: _____ (name), _____ (role)