Meeting Invitation (Delaware)

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Tool Search: Special Ed Documents

The Meeting Invitation documents the meeting of a student's special education team members. This is the first step in the process of evaluating the student. For information on general functionality, navigation, and additional plan and evaluation features, see the core Plan and Evaluation Information article.

> The current print format of the **DE Meeting Invite 2024.2**. Delaware is a State Edition. Districts cannot change the evaluation format.

Editor Home

Meeting Information

The Meeting Information editor documents relevant meeting dates, meeting purpose(s), and methods of communication for the student's special education team.

Meeting Information Editor

▶ Click here to expand...

Field	Description	Validation
Meeting Type *Required*	The type of meeting. Options include: - Annual IEP - Annual IEP/Reevaluation Eligibility Determination - IEP Meeting - IEP Revision - IEP Revision/Reevaluation Eligibility Determination - Initial Eligibility Determination - Initial IEP - Initial IEP/Initial Eligibility Determination - PPPS Meeting - Reevaluation Eligibility Determination	N/A

Field	Description	Validation
Date Created *Required*	The day this meeting invitation document was created.	This field defaults to the current day.
Invite Date *Required*	The day invitations to the meeting were sent.	N/A
Meeting Date *Required*	The day of the meeting.	N/A
Meeting Time	The time of the meeting.	N/A
Meeting Location	The location of the meeting.	N/A
Notice 1 Date *(This field is copied 5 times)*	The day the first meeting reminder was sent.	N/A
Notice 1 Modality *(This field is copied 5 times)*	The method of alerting attendees to the meeting. Options include: • Person • Email • Letter • Phone • Student • Other	N/A
Specify Other **Required* *(This field is copied 5 times)*	The other method of communication.	*This field is required when the Other option is selected above.
Parent Questionnaire	Indicates how the parent received the parent questionnaire. Options are: • Enclosed with invitation • Sent prior to invitation	N/A
Meeting Facilitator Name	The person organizing the meeting.	N/A
Meeting Facilitator Phone Number	The contact phone number of the meeting organizer.	N/A
Meeting Facilitator Email	The contact email address of the meeting organizer.	N/A

Field	Description	Validation
The purpose of this meeting is to	The reason the team is meeting. Mark all that apply. Options include: • Determine your student's initial or continued eligibility for special education and related services • Conduct an evaluation or reevaluation • Conduct an annual review of your Individualized Education Program (IEP) • Conduct transition planning for students who are in the 8th grade and above or when the student is 14 or older • Develop, review, and/or revise your Individualized Education Program (IEP) if student is found eligible for special education and/or related services • Develop a functional behavior assessment and/or behavior support plan • Determine whether a recent behavioral incident was a manifestation of disability • Consider dismissal from special education • Other	
Specify Other *Required*	The other meeting purpose.	*This field is required when the Other option is selected above. This field is limited to 1000 characters.
Comments	Any additional comments related to the team meeting.	This field is limited to 8000 characters.

Enrollment Information

The Enrollment Information editor is a read-only editor that pulls in district and school information where the student is enrolled.

Enrollment Information Editor

▶ Click here to expand...

Field	Description	Validation
District of Residence	The student's district of residence.	This field pulls in from the student's Enrollment record when available but can be manually edited.
Attending Building	The building where the student attends school.	Upon Refresh, this field is pulled from the Enrollment tool but can be manually edited.
Grade	The student's grade.	Upon Refresh, this field is pulled from the Enrollment tool and cannot be modified. **Database Location:** enrollment.grade
District Information		
District Number	The district number associated with the Enrolled school.	District Information > State District Number
District Name	The district name associated with the Enrolled school.	District Information > Name
District Address	The district address associated with the Enrolled school.	District Information > Address
District Phone	The district phone number associated with the Enrolled school.	District Information > Phone

Field	Description	Validation
District SPED Address	The district special education address associated with the Enrolled school.	District Information > SPED Address
District SPED Phone	The district special ed phone number associated with the Enrolled school.	District Information > SPED Phone

Student Information

The Student Information editor pulls demographic information regarding the student. This is a read-only editor.

> The **Refresh** button retrieves a fresh copy of data from the student's record.
>
> This information prints when the student is older than 13 OR in a grade over 8th grade.

Student Information	IN PROGRESS		Editor 4 of 10

When a Plan is generated, a snapshot of the student's information is taken from Census. Click Refresh to retrieve a new copy of data.

Last Name	First Name	Middle Name	Suffix
	Colton		

Birthdate	Student ID
02/01/2018	103667

Address

Case Manager Information

Name	Title

Phone

Student Information Editor

▶ Click here to expand...

Field Name	Description	Database and UI Location (when Refreshed is clicked)
Last Name	The student's last name.	Demographics > Last Name identity.lastName

Field Name	Description	Database and UI Location (when Refreshed is clicked)
First Name	The student's first name.	Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Demographics > Middle Name identity.middleName
Suffix	The student's suffix.	Demographics > Suffix Name identity.suffix
Birthdate	The student's birthdate.	Demographics > Birth Date identity.birthDate
Student ID	The student's ID number.	Enrollment > Student Number identity.studentNumber
Address	The student's address.	Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
Case Manager Information		
Name	The first and last name of the team member.	Student Information > Special Ed Team Members
Title	The role of the team member.	Student Information > Special Ed Team Members
Phone	The phone number of the team member.	Student Information > Special Ed Team Members

Attendance

The Attendance editor documents the team members invited to the meeting.

Attendance Editor

▶ Click here to expand...

Column Name	Description	Validation
First Name *Required*	The person's first name.	This field is read-only and pulls from the student's Team Members tool. Manual entries are also allowed.
Last Name *Required*	The person's last name.	This field is read-only and pulls from the student's Team Members tool. Manual entries are also allowed.

Column Name	Description	Validation
Role Name	The role of the person. Click the expand link to view the list of available roles. ▶ Click here to expand... • Student • Parent • LEA Representative/Designee • General Education teacher • Special Education Teacher • Speech Language Pathologist • Career and Tech Education • Administrator • Advocate • Audiologist • Teacher • COTA • Curriculum Specialist • Designee • Educational Diagnostician • Instructional Aide • Interpreter • Occupational Therapist • Orientation and Mobility Specialist • Physical Therapist • Recreation Therapist • School Counselor • School Nurse • School Social Worker • Special Education Administrator • Special Education Classroom Teacher • Special Education Paraprofessional • Supervisor • Supportive Services Staff • Teacher English as a Second Language • Teacher's Aid • Other	N/A
Remove	Removes the team member from the document.	N/A

Parent/Guardian Information

The Parent/Guardian Information editor pulls the contact information of the student's

parent/guardian(s).

Parent/Guardian Information Editor

▶ Click here to expand...

Field	Description
Print Sequence	The order in which the parent/guardian displays.
Print In Invite	Indicates the record prints.
Name	The name of the parent/guardian.
Address	The address of the parent/guardian.
Home Phone	The parent/guardian's home phone.
Work Phone	The parent/guardian's work phone.
Cell Phone	The parent/guardian's cell phone.
Email	The parent/guardian's email.
Home Primary Language	The language the parent/guardian speaks at home.

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