

# 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 - DE Meeting Invitation <span style="float: right;">?</span>			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Meeting Information	IN PROGRESS	Demo Administrator 4/10/24 10:25 AM	>
Enrollment Information	IN PROGRESS	Demo Administrator 4/10/24 10:32 AM	>
Attendance	NOT STARTED		>
Parent/Guardian Information	IN PROGRESS	Demo Administrator 4/10/24 10:25 AM	>

*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:**

**Meeting Type \***

**Date Created \***   **Invite Date \***

**Meeting Date \***   **Meeting Time**   **Meeting Location**

**Notice 1 Date**   **Notice 1 Modality**  **Specify Other**

**Notice 2 Date**   **Notice 2 Modality**  **Specify Other**

**Notice 3 Date**   **Notice 3 Modality**  **Specify Other**

**Parent Questionnaire**

**Meeting Facilitator Name**  **Meeting Facilitator Phone Number**  **Meeting Facilitator Email**

The purpose of this meeting is to:

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

*Meeting Information Editor*

▶ [Click here to expand...](#)

Field	Description	Validation
<b>Meeting Type</b> <i>Required</i>	The type of meeting. Options include: <ul style="list-style-type: none"> <li>• Annual IEP</li> <li>• Annual IEP/Reevaluation Eligibility Determination</li> <li>• IEP Meeting</li> <li>• IEP Revision</li> <li>• IEP Revision/Reevaluation Eligibility Determination</li> <li>• Initial Eligibility Determination</li> <li>• Initial IEP</li> <li>• Initial IEP/Initial Eligibility Determination</li> <li>• PPS Meeting</li> <li>• Reevaluation Eligibility Determination</li> </ul>	N/A

Field	Description	Validation
<b>Date Created</b> <i>Required</i>	The day this meeting invitation document was created.	This field defaults to the current day.
<b>Invite Date</b> <i>Required</i>	The day invitations to the meeting were sent.	N/A
<b>Meeting Date</b> <i>Required</i>	The day of the meeting.	N/A
<b>Meeting Time</b>	The time of the meeting.	N/A
<b>Meeting Location</b>	The location of the meeting.	N/A
<b>Notice 1 Date</b>	The day the first meeting reminder was sent.	N/A
<b>Notice 1 Modality</b>	The method of alerting attendees to the meeting. Options include: <ul style="list-style-type: none"> <li>• Person</li> <li>• Email</li> <li>• Letter</li> <li>• Phone</li> <li>• Student</li> <li>• Other</li> </ul>	N/A
<b>Specify Other</b> <i>*Required</i>	The other method of communication.	*This field is required when the Other option is selected above.
<b>Notice 2 Date</b>	The day the second meeting reminder was sent.	
<b>Notice 2 Modality</b>	The method of alerting attendees to the meeting. Options include: <ul style="list-style-type: none"> <li>• Person</li> <li>• Email</li> <li>• Letter</li> <li>• Phone</li> <li>• Student</li> <li>• Other</li> </ul>	
<b>Specify Other</b> <i>*Required</i>	The other method of communication.	*This field is required when the Other option is selected above.
<b>Notice 3 Date</b>	The day the third meeting reminder was sent.	

Field	Description	Validation
<b>Notice 3 Modality</b>	The method of alerting attendees to the meeting. Options include: <ul style="list-style-type: none"> <li>• Person</li> <li>• Email</li> <li>• Letter</li> <li>• Phone</li> <li>• Student</li> <li>• Other</li> </ul>	
<b>Specify Other</b> <i>*Required</i>	The other method of communication.	*This field is required when the Other option is selected above.
<b>Parent Questionnaire</b>	Indicates how the parent received the parent questionnaire. Options are: <ul style="list-style-type: none"> <li>• Enclosed with invitation</li> <li>• Sent prior to invitation</li> </ul>	N/A
<b>Meeting Facilitator Name</b>	The person organizing the meeting.	N/A
<b>Meeting Facilitator Phone Number</b>	The contact phone number of the meeting organizer.	N/A
<b>Meeting Facilitator Email</b>	The contact email address of the meeting organizer.	N/A

Field	Description	Validation
<b>The purpose of this meeting is to</b>	<p>The reason the team is meeting. Mark all that apply. Options include:</p> <ul style="list-style-type: none"> <li>• Determine your student's initial or continued eligibility for special education and related services</li> <li>• Conduct an evaluation or reevaluation</li> <li>• Conduct an annual review of your Individualized Education Program (IEP)</li> <li>• Conduct transition planning for students who are in the 8th grade and above or when the student is 14 or older</li> <li>• Develop, review, and/or revise your Individualized Education Program (IEP) if student is found eligible for special education and/or related services</li> <li>• Develop a functional behavior assessment and/or behavior support plan</li> <li>• Determine whether a recent behavioral incident was a manifestation of disability</li> <li>• Consider dismissal from special education</li> <li>• Other</li> </ul>	
<b>Specify Other</b> <i>*Required</i>	The other meeting purpose.	<p>*This field is required when the Other option is selected above.</p> <p>This field is limited to 1000 characters.</p>
<b>Comments</b>	Any additional comments related to the team meeting.	This field is limited to 8000 characters.

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## 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 IN PROGRESS
Editor 2 of 4

Click Refresh to retrieve a new copy of data from a selected Enrollment record.

**District of Residence**

**Attending Building**

**Grade**  
11

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**District Information**

**District Number**  
79

**District Name**

**District Address**

**District Phone**

**District SPED Address**

**District SPED Phone**

Enrollment Information Editor

▶ [Click here to expand...](#)

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

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

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## Attendance

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

Attendance IN PROGRESS Editor 3 of 4

Attendance i

FIRST NAME *	LAST NAME *	ROLE NAME <span style="float: right;">i</span>	REMOVE
<input type="text" value="Alexander"/>		<input type="text" value="General Education Teacher"/>	x
<input type="text" value="Hannah"/>		<input type="text" value="Special Education Teacher"/>	x
<input type="text" value="Jennifer"/>		<input type="text" value="Parent"/>	x
<input type="text" value="Peter"/>		<input type="text" value="Parent"/>	x

*Attendance Editor*

[▶ Click here to expand...](#)

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

Column Name	Description	Validation
<b>Last Name</b> <i>Required</i>	The person's last name.	This field is read-only and pulls from the student's Team Members tool. Manual entries are also allowed.
<b>Role Name</b>	The role of the person. Click the expand link to view the list of available roles. <a href="#">▶ Click here to expand...</a> <ul style="list-style-type: none"> <li>• Student</li> <li>• Parent</li> <li>• LEA Representative/Designee</li> <li>• General Education teacher</li> <li>• Special Education Teacher</li> <li>• Speech Language Pathologist</li> <li>• Career and Tech Education</li> <li>• Administrator</li> <li>• Advocate</li> <li>• Audiologist</li> <li>• Teacher</li> <li>• COTA</li> <li>• Curriculum Specialist</li> <li>• Designee</li> <li>• Educational Diagnostician</li> <li>• Instructional Aide</li> <li>• Interpreter</li> <li>• Occupational Therapist</li> <li>• Orientation and Mobility Specialist</li> <li>• Physical Therapist</li> <li>• Recreation Therapist</li> <li>• School Counselor</li> <li>• School Nurse</li> <li>• School Social Worker</li> <li>• Special Education Administrator</li> <li>• Special Education Classroom Teacher</li> <li>• Special Education Paraprofessional</li> <li>• Supervisor</li> <li>• Supportive Services Staff</li> <li>• Teacher English as a Second Language</li> <li>• Teacher's Aid</li> <li>• Other</li> </ul>	N/A
<b>Remove</b>	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 IN PROGRESS
Editor 4 of 4

When an Invite is generated, a snapshot of the parent/guardian information is taken from Census. Individuals with the Guardian check box marked on the Relationship tool for the student display below. Click Refresh to retrieve a new copy of data.

**Parent/Guardian**

**Print Sequence** ⓘ

1

**Print In Invite**

Remove

**Name**  
 Harrison - Father

**Address**  
 2927 5th Ave NW, Blaine, DE 55449

<b>Home Phone</b> (651)555-1694	<b>Work Phone</b> (555)555-1101	<b>Cell Phone</b> (555)555-1468
------------------------------------	------------------------------------	------------------------------------

**E-mail**

**Home Primary Language**

*Parent/Guardian Information Editor*

▶ [Click here to expand...](#)

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