

# Raleigh County Schools



Office of Special Programs

301 Park Avenue, Beckley, WV 25801

Phone: 304-256-4555

<http://sped.rale.k12.wv.us>

## Special Education Staff:

When scheduling an Individualized Education Program (IEP) meeting, it is imperative that you invite all related service providers to the meeting just as you would the parent. Policy requires an 8-day notice when scheduling meetings. Therapists need this time to plan their attendance, prepare the IEP and/or prepare the In Lieu Of report. Therapists can be made aware of these meetings by email or phone. Calling the unaware therapist in the middle of the meeting is not acceptable.

To determine if a related service provider should be invited, reference the service page of the IEP and if a related services is listed.

## EXAMPLE:

For this meeting you should send a duplicate 8 day meeting notice to the Occupational Therapist, Physical Therapist and Speech Therapist.

Related Services				
Service	Location/ Transportation Method	Extent	Initiation	Duration
Physical Therapy	D SEE	30.00 M per Month	03-22-2017	3/2018
Occupational Therapy	D SEE	30.00 M per Month	03-22-2017	3/2018
Language Therapy	D SEE	60.00 M per Month	03-22-2017	3/2018
Personal Care Services			03-22-2017	3/2018

Thank you for your attention to this matter.

Sincerely,

Allen Sexton  
Director of Special Programs