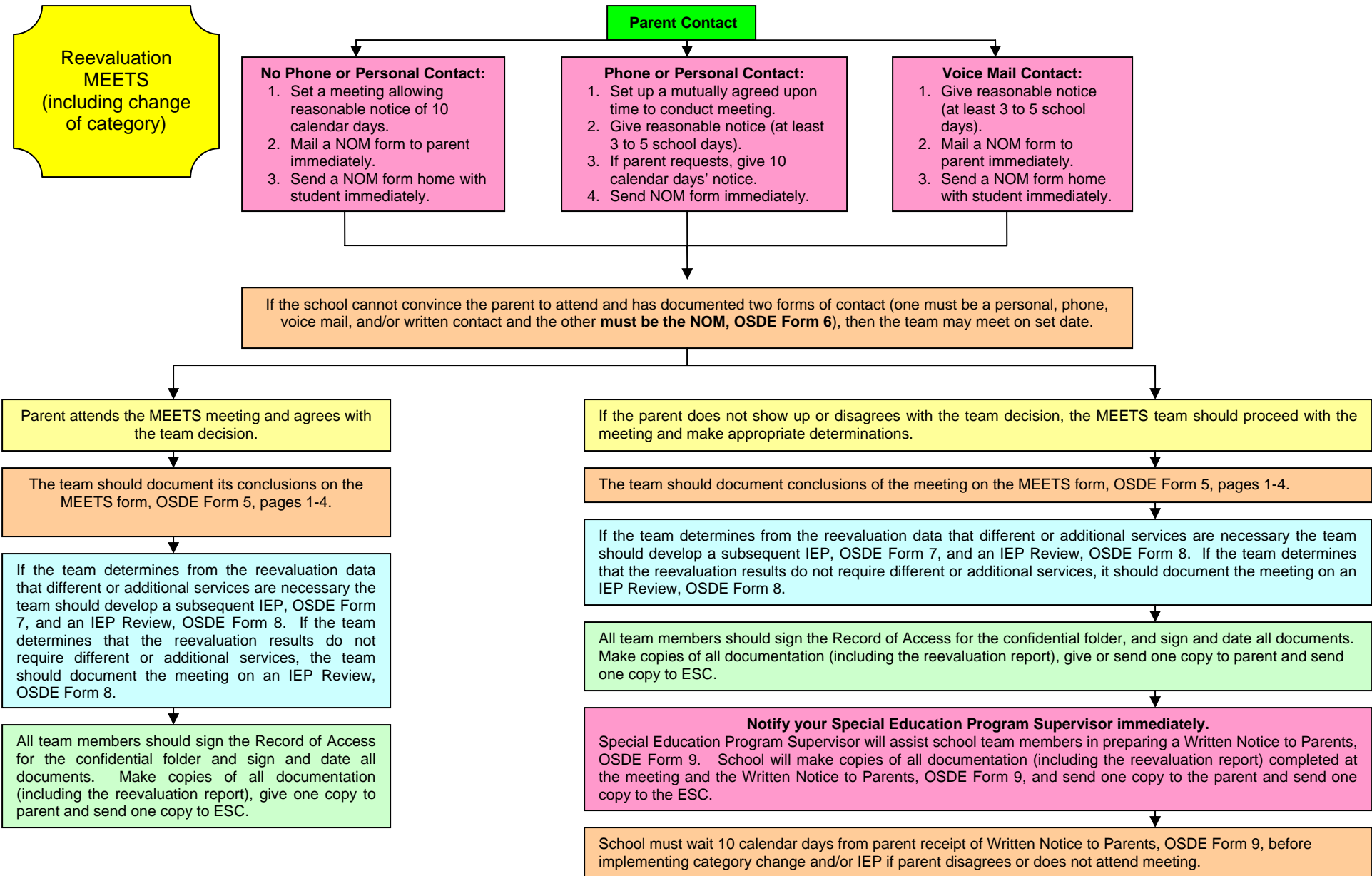


Tulsa Public Schools
 Division of Teaching and Learning
 Department of Special Education and Student Services

The District encourages parent participation in all MEETS meetings. Attempt to convince parents to participate. Offer parents the opportunity to participate by phone if participation in person is impossible. Proceed with MEETS meeting without parent participation only if you cannot convince parent to attend.



Reevaluation MEETS (including change of category)

Parent Contact

- No Phone or Personal Contact:**
1. Set a meeting allowing reasonable notice of 10 calendar days.
 2. Mail a NOM form to parent immediately.
 3. Send a NOM form home with student immediately.

- Phone or Personal Contact:**
1. Set up a mutually agreed upon time to conduct meeting.
 2. Give reasonable notice (at least 3 to 5 school days).
 3. If parent requests, give 10 calendar days' notice.
 4. Send NOM form immediately.

- Voice Mail Contact:**
1. Give reasonable notice (at least 3 to 5 school days).
 2. Mail a NOM form to parent immediately.
 3. Send a NOM form home with student immediately.

If the school cannot convince the parent to attend and has documented two forms of contact (one must be a personal, phone, voice mail, and/or written contact and the other **must be the NOM, OSDE Form 6**), then the team may meet on set date.

Parent attends the MEETS meeting and agrees with the team decision.

The team should document its conclusions on the MEETS form, OSDE Form 5, pages 1-4.

If the team determines from the reevaluation data that different or additional services are necessary the team should develop a subsequent IEP, OSDE Form 7, and an IEP Review, OSDE Form 8. If the team determines that the reevaluation results do not require different or additional services, the team should document the meeting on an IEP Review, OSDE Form 8.

All team members should sign the Record of Access for the confidential folder and sign and date all documents. Make copies of all documentation (including the reevaluation report), give one copy to parent and send one copy to ESC.

If the parent does not show up or disagrees with the team decision, the MEETS team should proceed with the meeting and make appropriate determinations.

The team should document conclusions of the meeting on the MEETS form, OSDE Form 5, pages 1-4.

If the team determines from the reevaluation data that different or additional services are necessary the team should develop a subsequent IEP, OSDE Form 7, and an IEP Review, OSDE Form 8. If the team determines that the reevaluation results do not require different or additional services, it should document the meeting on an IEP Review, OSDE Form 8.

All team members should sign the Record of Access for the confidential folder, and sign and date all documents. Make copies of all documentation (including the reevaluation report), give or send one copy to parent and send one copy to ESC.

Notify your Special Education Program Supervisor immediately. Special Education Program Supervisor will assist school team members in preparing a Written Notice to Parents, OSDE Form 9. School will make copies of all documentation (including the reevaluation report) completed at the meeting and the Written Notice to Parents, OSDE Form 9, and send one copy to the parent and send one copy to the ESC.

School must wait 10 calendar days from parent receipt of Written Notice to Parents, OSDE Form 9, before implementing category change and/or IEP if parent disagrees or does not attend meeting.