

Head Start / Chicago Early Learning
Parent Invitation Letter
as part of the Memorandum of Agreement
between
Chicago Public Schools
Chicago Department of Family and Support Services
and
Start Early
(formerly the Ounce of Prevention Fund)

I, _____, parent/guardian of
(child's name) _____, request that
my child's Head Start Agency/Chicago Early Learning program be invited to the Individual Education
Plan meeting. I am aware that there is confidential information discussed in this meeting and I give
permission for the case manager at Chicago Public Schools to send a copy of the Conference Notification
(NOC) letter/invitation to the Head Start / Chicago Early Learning agency to ensure that they are part of
this meeting.

Notification to be sent to:

Agency/Site Name: _____

To the Attention of: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Note: Please provide email addresses in the event of a remote/virtual IEP Meeting:

Parent Email Address:

Disabilities Services Coordinator Email Address: _____

Classroom Teacher Email Address: _____

Thank you,

Parent/Guardian Printed Name: _____

Signature: _____

Date: _____

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Yo, _____, el padre/guardián de

_____,

pido que se invite a la Agencia de Head Start de mi hijo a la reunión del Plan de Educación Individual. Soy consciente de que hay información confidencial discutido en esta reunión y le doy permiso para que el administrador de caso en las Escuelas Públicas de Chicago para enviar una copia de la Carta de Notificación de Conferencia a en la siguiente Agencia de Head Start para asegurarse de que son parte de la reunión.
Gracias.

(I, ____, parent/guardian of ____, request that my child's Head Start Agency be invited to the Individual Education Plan meeting. I am aware that there is confidential information discussed in this meeting and I give permission for the case manager at Chicago Public Schools to send a copy of the Conference Notification Letter to at the following Head Start Location to ensure they are part of the meeting. Thank you.)

Firma de Padre/Parent Signature

Fecha/Date