

# Secondary Transition Planning for Students with Disabilities

## Letters of Invitation for Transition Planning Meetings

---

When an IEP team is planning to discuss information related to transition, the notification of meeting form that is sent home to parents must include four essential items:

- An indication that transition goals and services will be discussed at the meeting
- An indication that the student will be invited to attend the meeting
- The student's name is listed among the participants on the notification form
- If applicable, the staff member name and agency that may be responsible for paying for or providing transition services is among the participants listed on the notification form

Students of transition age (currently age 16 and older) must be invited to attend their IEP meetings. The invitation to the student should be documented in the student's file. Best practice recommends that the student is introduced to transition terminology, roles of the IEP team, and procedures prior to the student attending and participating in his or her IEP meeting.

If a student has been invited to attend the IEP team meeting where transition planning will be discussed but declines to attend, the meeting may continue as long as steps have been taken (and thoroughly documented) to obtain information from the student and consider the student's preferences and interests throughout the transition planning process.

For additional resources on writing measurable annual goals and other information about the transition planning process, please visit:

- [OSSE's Secondary Transition Process Toolkit](#)
- [OSSE Secondary Transition Website](#)
- [The Best Me I Can Be](#)
- [HEATH Resource Center](#)