



Five-day Verification Notice of Documents Provided After an IEP Meeting

Office of Special Education
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 336-39D
July 2018

Date ____/____/____

Parent/Guardian Name _____

Parent/Guardian Address _____

Student Name _____ ID: # _____

As you know, an Individualized Education Program (IEP) team meeting was held on ____/____/____ at ____:____ a.m./ p.m.

at (location) _____.

Please find enclosed copies of the Individualized Education Program (IEP) team documents developed at the meeting, and the accompanying prior written notice. These documents are required by the Individuals with Disabilities Education Act (IDEA). In accordance with Maryland Code Annotated, Education Article § 8-405, (e)(1)(2), "not later than five (5) business days after a scheduled IEP meeting or other multidisciplinary education team meeting, appropriate school personnel are to provide parents/guardians an accessible copy of the completed IEP."

If you have any questions or concerns, please contact _____

Telephone ____-____-____ or E-mail _____

Our goal is to work collaboratively with parents/guardians. If you require additional information regarding concerns with any of the IEP team decisions, please contact the MCPS Resolution and Compliance Unit at 301-517-5864.

Name of person completing this form _____

Title _____

Signature of person completing this form _____ Date of signature ____/____/____

Attachments

Copy to: Student's Confidential Folder