

Pre-Meeting Checklist: Notice of Meeting (NOM)

Complete before sending NOM

Student Name: _____

Parent/Guardian Information

	Parent/Guardian 1	Parent/Guardian 2
Name		
Refer to them as Ms./Mr:		
Relationship to Student		
Email		
Phone		
Language		

Student Information Review (SIS & File Audit)

Task	<input checked="" type="checkbox"/>	N/A	Date	Notes	Requirement	Legal/Policy	What Could Happen if Not Completed	GaPSC Standard
Verified student is 18 or older	<input type="checkbox"/>	<input type="checkbox"/>			Rights transfer at age 18	IDEA § 300.520; FERPA § 99.5	Could improperly release info or obtain consent from the wrong party, triggering compliance review	Standard 2 – Legal Compliance
Verified guardianship status	<input type="checkbox"/>	<input type="checkbox"/>			Confirm legal decision-maker	IDEA § 300.520; GaDOE Rule 160-4-7-.05	If missed, FERPA rights may be violated; staff could be flagged for privacy error	Standard 7 – Confidentiality
Checked custody/no contact status	<input type="checkbox"/>	<input type="checkbox"/>			Both parents must be notified unless legally restricted	IDEA § 300.322(a)	Improper exclusion of a parent may result in team training or conduct documentation. Improper inclusion could lead to safety concerns for student.	Standard 4 – Professional Conduct
Identified parent's primary language	<input type="checkbox"/>	<input type="checkbox"/>			Notices must be understandable	IDEA § 300.503(c); GaDOE	Translation omissions could lead to OCR complaints; retraining on access requirements possible If not	Standard 3 – Equity and Diversity
Determined interpreter need	<input type="checkbox"/>	<input type="checkbox"/>			Interpreter must be arranged if needed	IDEA § 300.322(e)	secured, the meeting could be invalid; staff may need to reschedule and attend procedural training	Standard 3 – Equity and Diversity
Checked for transition/credit needs	<input type="checkbox"/>	<input type="checkbox"/>			Transition services begin at 14 in GA	IDEA § 300.320(b); GaDOE Rule .06	Failure to invite counselor may delay planning; team flagged in transition monitoring	Standard 2 – Legal Compliance

Participants & Consent

Task	<input checked="" type="checkbox"/>	N/A	Date	Notes	Requirement	Legal/Policy	What Could Happen if Not Completed	GaPSC Standard
Secured general education teacher	<input type="checkbox"/>	<input type="checkbox"/>			Required IEP team member	IDEA § 300.321(a)(2)	Meeting may need to be rescheduled; omission noted in procedural audits	Standard 2 – Legal Compliance
Invited counselor (if needed)	<input type="checkbox"/>	<input type="checkbox"/>			Required for transition or graduation planning	IDEA § 300.321(b); GaDOE Rule .06	Missing input may affect transition goals; discussed in team follow-up	Standard 2 – Legal Compliance
Invited SLP, OT, PT, etc.	<input type="checkbox"/>	<input type="checkbox"/>			Must include related service providers Must	IDEA § 300.321(a)(3)	Missing providers can invalidate the IEP; may trigger compliance plan	Standard 2 – Legal Compliance
Invited LEA/County rep	<input type="checkbox"/>	<input type="checkbox"/>			have authority to commit resources	IDEA § 300.321(a)(4)	Meeting decisions may not be implementable; results in retraining or LEA notification	Standard 2 – Legal Compliance
Obtained parent consent to invite outside agency	<input type="checkbox"/>	<input type="checkbox"/>			Written consent required before inviting	FERPA § 99.30; IDEA § 300.321(b)(3)	Unauthorized sharing may lead to FERPA violation report; educator may be referred for coaching	Standard 7 – Confidentiality

Notice Preparation

Task	<input checked="" type="checkbox"/>	N/A	Date	Notes	Requirement	Legal/Policy	What Could Happen if Not Completed	GaPSC Standard
Drafted NOM with full team listed	<input type="checkbox"/>	<input type="checkbox"/>			Must list who will attend	IDEA § 300.322(b)(1)(ii)	Parent may not be properly informed; staff will need to revise and resend documents	Standard 2 – Legal Compliance
Included both parents (unless legally restricted)	<input type="checkbox"/>	<input type="checkbox"/>			Both parents must receive notice	IDEA § 300.322(a)	Exclusion may result in dispute or complaint; recorded in meeting file review	Standard 4 – Professional Conduct
Parent Rights in parent’s native language	<input type="checkbox"/>	<input type="checkbox"/>			Procedural safeguards in native language	IDEA § 300.504; GaDOE	OCR complaint possible; trigger paperwork audit	Standard 3 – Equity and Diversity
Student Rights in student’s native language (if 18+)	<input type="checkbox"/>	<input type="checkbox"/>			Students 18+ must receive rights notice	IDEA § 300.520	Failure to provide may void meeting; procedural reminder issued to team	Standard 2 – Legal Compliance
NOM in parent’s native language	<input type="checkbox"/>	<input type="checkbox"/>			Parents must understand notice	IDEA § 300.503(c)	Parent may miss or misunderstand meeting; language access noted in audit	Standard 3 – Equity and Diversity
Assigned interpreter (if needed)	<input type="checkbox"/>	<input type="checkbox"/>			Interpreter must be provided if needed	IDEA § 300.322(e)	Meeting validity compromised; LEA may request staff attend procedural refresher	Standard 3 – Equity and Diversity

Communication & Confirmation

Task	<input checked="" type="checkbox"/>	N/A	Date	Notes	Requirement	Legal/Policy	What Could Happen if Not Completed	GaPSC Standard
Sent NOM within required timeline	<input type="checkbox"/>	<input type="checkbox"/>			Reasonable advance notice	IDEA § 300.322(a)(1)	Meeting may need to be rescheduled; documented in service log audit	Standard 2 – Legal Compliance
Confirmed parent attendance	<input type="checkbox"/>	<input type="checkbox"/>			Must make and log efforts	IDEA § 300.322(d)	Non-confirmation affects documentation; staff will need to revise contact methods.	Standard 2 – Legal Compliance
Confirmed student attendance (if 14+)	<input type="checkbox"/>	<input type="checkbox"/>			Must invite to transition IEPs	IDEA § 300.321(b)(1)	Missed invitation delays planning; may trigger audit	Standard 2 – Legal Compliance
Logged parent contact attempts	<input type="checkbox"/>	<input type="checkbox"/>			Must document outreach efforts	IDEA § 300.322(d)	Missing logs may result in audit findings or follow-up training	Standard 2 – Legal Compliance

Final Logistics & Recordkeeping

Task	<input checked="" type="checkbox"/>	N/A	Date	Notes	Requirement	Legal/Policy	What Could Happen if Not Completed	GaPSC Standard
Sent calendar invite to all staff	<input type="checkbox"/>	<input type="checkbox"/>			Coordination best practice	GaPSC Standard 4	Miscommunication may cause absence; leadership oversight may be necessary	Standard 4 – Professional Conduct
Confirmed meeting location/link	<input type="checkbox"/>	<input type="checkbox"/>			Ensure parent access	IDEA; ADA	Access barrier could invalidate meeting; staff may be advised on accessibility standards	Standard 3 – Equity and Diversity
Uploaded documents to SIS/secure system	<input type="checkbox"/>	<input type="checkbox"/>			Records must be stored securely	FERPA § 99.31; GaPSC Standard 7	Data risks; staff may be required to update secure storage protocols	Standard 7 – Confidentiality
Filed printed copy in student folder	<input type="checkbox"/>	<input type="checkbox"/>			Required for review or audit	GaDOE file retention policy	Missing documentation noted in file audit or GaDOE review	Standard 2 – Legal Compliance