

Parents Welcome!

(School District name) invites you to attend an informational session with the Illinois State Board of Education consultants regarding the academic success of students. During this session, information will be shared with parents of students with disabilities and community stakeholders.

Your input is needed for continual academic improvement for each child.



**Refreshments will be served.
(Optional)**



Meeting Information

WHO: Parents of students with disabilities and community stakeholders

WHERE: _____

WHEN: 7:00 to 8:00 pm

WHAT: Public Forum

WHY: This public forum is to provide parents and community stakeholders the opportunity to assist the Illinois State Board of Education in gathering information on the setting in which students receive special education services in your district.

Our district has been selected by the Illinois State Board of Education (ISBE) to review the Educational Environments of students with disabilities through a process called Focused Monitoring. In return, ISBE will provide our district with information regarding areas of needed improvement. As part of ISBE's Focused Monitoring process, a public forum has been scheduled for parents of students with disabilities and concerned community members.

The focused monitoring process is a data-driven approach to determine compliance with federal and state special education law and regulations. This process also addresses key priority areas called Critical Performance Indicators (CPI). Our district was selected for CPI 5 which focuses on the educational environments for students with disabilities in our school district. The focused monitoring review is based on performance data that we submitted to the State. ***The emphasis of this approach is to be an educational benefit for students with disabilities while enhancing the educational experience for all students.***

The Public Forum is critical for parents to express their concerns. The purpose of this forum is to gather input from parents of students with disabilities and others specific to the assessment of the Educational Environment. The input gathered during the forum will be reviewed and considered by the focused monitoring team throughout the monitoring process.

The forum will be facilitated by a parent of a child with a disability. The ISBE team leader and a representative from our district team will also be in attendance. The meeting agenda will include:

- An explanation of the State's general supervision system,
- An overview of the focused monitoring review process, and
- Public discussion around the indicator being investigated.

Verbal or written comments will be accepted by the facilitator. In addition, if you are unable to attend, you may review the PowerPoint online at (district website address). If you need a specific accommodation, such as an interpreter, materials in an alternate format/language, or a translator if English is not your primary language, please contact (name) at (phone number) by (date).

We hope you will be in attendance on (date), at (time) in the (place).

Best Regards,

DISTRICT PUBLIC FORUM INVITATION DOCUMENTATION TEMPLATE

Invitations should be disseminated in a variety of ways, including the local newspaper, direct mail to families, posting to the school district website, placing a note in student backpacks, utilizing existing district mailing lists, and sharing information through any existing list serves or established newsletters. It is also suggested that local and/or regional education groups and advocacy organizations be utilized to assist in disseminating the information. It is important that invitations reach a diverse population within the school district, including groups that are typically underrepresented. Dissemination methods must attempt to reach a broad spectrum of parents of students with disabilities. At least one method of dissemination must be broad-based and widely accessible, such as posting public forum information on the district’s website or inclusion in a district newsletter. **The school district must document efforts to invite stakeholders and enhance meeting participation by providing incentives such as babysitting services, refreshments, etc. This documentation must be provided to the ISBE team leader.**

Who will I invite?	How will I invite them?	How will I invite them again?

The district is required to submit this information to the ISBE team leader for approval at least three weeks prior to the forum (**DATE**). The district is also responsible for providing notice of the forum to the intended audience at least two weeks prior to the scheduled forum (**DATE**).