**Sample email for Standards Based IEP Participants**

*For those wishing to make application to the participants’ student.*

Good Morning,

 This email is to welcome you and confirm your inclusion in the “Standards Based IEP” training being held on \_\_\_\_\_\_\_\_\_\_\_\_\_. During this training you will have the opportunity to apply what you learn to your own IEPs. Please bring an IEP Present Level (with student name removed to ensure confidentiality) and the goal pages, either electronically or a paper copy. This will allow you to leave the training with statements and goals that would readily apply to one of your students and their current educational and functional environment.

You may download the documents:

<http://dese.mo.gov/college-career-readiness/curriculum/missouri-learning-standards>

We look forward to our time learning with you,

**OR**

Good morning!

This email is to welcome you and confirm your inclusion in the “Standards Based IEP” training being held on \_\_\_\_\_\_\_. During this training you will have the opportunity to apply what you learn using the Missouri Learning Standards and a current student. This will allow you to leave the training with statements and goals that would readily apply to one of your students and their current educational/functional needs.

Please bring the following with you to the event:

1. An IEP Present Level and goals pages with the student name removed to ensure confidentiality (electronically or paper copy whichever you prefer)
2. Access to Missouri Learning Standards (electronically or paper copy including the Introduction docs)

<http://dese.mo.gov/college-career-readiness/curriculum/missouri-learning-standards>

We look forward to our time of learning with you,

*For those who wish to hold a generic process training.*

Good Morning!

This email is to welcome you and confirm your participation in the “Standards Based IEP” training being held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. During this training we will be spending time looking at Missouri Learning Standards and how to develop an IEP which supports the educational and functional needs of a student. We will apply the learning process to a student developing IEP “Present Level” statements and goals. Please bring the following with you as you join us on this date:

1. Access to paper or electronic version of the Missouri Learning Standards including the Introduction documents found at:

<http://dese.mo.gov/college-career-readiness/curriculum/missouri-learning-standards>

1. Have one of your students in mind as we travel through the learning process

We look forward to our time of learning with you,