

### Sample 6 Month IFSP Review Meeting Notice

Service Coordinators may choose to adapt this sample memo to assist them in scheduling a periodic IFSP review meeting. This type of a notice can be sent out weeks or months prior to the meeting due date to notify the early interventionist of what is needed and expected of them. For more information on IFSP reviews please visit the Child and Family Connections Procedure Manual under [Required Six-Month Review](#).

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_

**From:** \_\_\_\_\_

Service Coordinator, Child & Family Connections (CFC #)  
(insert number) ext \_\_\_\_\_

**Re:** \_\_\_\_\_

**IFSP 6 month Periodic Review meeting due no later than** \_\_\_\_\_ (insert date).

\_\_\_\_\_ **This meeting needs to be scheduled as soon as possible.**

\_\_\_\_\_ **This meeting has been scheduled on** \_\_\_\_\_ **at** \_\_\_\_\_ **am/pm.**

**THE FOLLOWING IS NEEDED FROM YOU:**

- Contact me ASAP to discuss your best availability to attend this meeting (days of week & times of day). If already scheduled above, please contact me ASAP to confirm your attendance at the meeting.
- Direct service progress report related to IFSP outcomes is required (you may use IFSP development time for this). Please submit to me one week prior to our meeting.
- Contact me if you feel additional evaluations are needed to expand the IFSP team ASAP or if you feel an evaluation for your direct service is necessary.

**THE FOLLOWING WILL BE EXPECTED OF YOU:**

- To attend and participate in the entire IFSP meeting in person.
- Forward your direct service progress report via fax to me at *(insert fax number)* at least one week prior to the meeting date.
- Provide a copy of your report to the family in advance if possible.

**FYI:**

- If you do not contact me with your availability for attending a meeting it will be difficult for me to try to work with your schedule. The meeting may be scheduled at a less convenient time for you.

**Please call if you have questions or concerns. I can be reached at *(insert number)* ext \_\_\_\_\_ or on my cell phone at \_\_\_\_\_.**

**Thank you!**

**Sincerely,**

**Service Coordinator**