

### Sample Exit IFSP Meeting Notice

*Service Coordinators may choose to adapt this sample memo to assist them in scheduling Exit IFSP meetings. 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 exit IFSP meeting policies and procedures please visit the Child and Family Connections Procedure manual under [Transition](#).*

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

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

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

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

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

**Exit IFSP meeting**

\_\_\_\_\_ This meeting needs to be scheduled prior to \_\_\_\_\_.

\_\_\_\_\_ 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.
- Please submit your discharge summary report to me at least one week prior to our meeting. You may use IFSP development time to complete your discharge summary report.

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

- To attend and participate in the entire IFSP exit meeting in person, including exit Child Outcome Summary Ratings.
- Forward your discharge summary report to me at least one week prior to the meeting date via fax at (insert fax number).
- Provide a copy of your discharge summary report to the family in advance if possible.

**FYI:**

- If you do not notify 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**