

**Preston Public Schools**

**Agreement to waive the 5-day Notice of a Planning and Placement Team to Add a New Participant**

Per the State Department of Education’s model *Policies and Procedures Manual in Special Education* and the *Preston Policies and Procedures in Special Education Manual*, the signature of a parent/guardian is required on this form.

The policy states as follows:

If the District invites someone to participate in a PPT meeting who was not previously included on the *Notice of Planning and Placement Team Meeting (ED623)*,<sup>1</sup> a new notice must be issued and staff must ask the parent to sign a five-day waiver to include the new participant. The parent may bring whomever they choose to a PPT meeting without similar notification.

<https://portal.ct.gov/-/media/SDE/Special-Education/ED623.pdf>

- € I consent to waiving the five-day *Notice of a Planning and Placement Team* meeting so that the new participant, \_\_\_\_\_(name and role), may attend the meeting on \_\_\_\_\_.
  
- € I do not consent to waiving the five-day *Notice of a Planning and Placement Team* meeting so that the new participant, \_\_\_\_\_(name and role), may attend the meeting on \_\_\_\_\_.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
<sup>1</sup>Rev. 9/30/2019