

North Carolina Infant-Toddler Program Meeting Invitation: Instructions

- Purpose:** The Meeting Invitation form is completed, and a copy provided to a family in order to confirm and notify the family in writing of an IFSP meeting or review and of Transition Planning meetings.
- Instructions:** Mail or hand deliver a completed form to the family and other participants in a timely manner prior to the scheduled meeting so the family and service providers can participate.
- Disposition:** Infant-Toddler Program records, including financial and automated information, must be maintained based upon the Infant-Toddler Program's record retention policy. Records must be archived in accordance with state requirements to ensure their preservation for the required length of time.