
INTEROFFICE MEMORANDUM

TO: [CLICK **HERE** AND TYPE NAME]
FROM: [CLICK **HERE** AND TYPE NAME]
SUBJECT: [CLICK **HERE** AND TYPE SUBJECT]
DATE: 1/27/2006
CC: [CLICK **HERE** AND TYPE NAME]

When a family chooses an IIP and coordinated services, all plan information must be entered according to mandated school timeline—ten working days after an IIP meeting. This is a quick turn around and may be a daunting habit to establish. This memo is your reminder to enter information by the date listed below.

A copy is also being sent to your immediate supervisor as a means of establishing agency responsibility for interagency coordination. This serves several good purposes, including allowing your supervisor to see how this quick turn around can fit into your already busy schedule, and allowing us to track if information is being entered. If you have any questions, please talk to your supervisor or contact me at **TELEPHONE NUMBER**.

Child's Name: _____

Child's IIP Meeting Date: _____

Information must be entered by: _____