

281—120.343(34CFR303) IFSP team meeting and periodic review.**120.343(1) *Initial and annual IFSP team meeting.***

a. Each initial meeting and each annual IFSP team meeting to evaluate the IFSP must include the following participants:

- (1) The parent or parents of the child.
- (2) Other family members, as requested by the parent, if feasible to do so.
- (3) An advocate or person outside of the family, if the parent requests that the person participate.
- (4) The service coordinator designated by the public agency to be responsible for implementing the IFSP.
- (5) A person or persons directly involved in conducting the evaluations and assessments in rule 281—120.321(34CFR303).
- (6) As appropriate, persons who will be providing early intervention services under this chapter to the child or family.

b. If a person listed in subparagraph 120.343(1) “*a*”(5) is unable to attend a meeting, arrangements must be made for the person’s involvement through other means, including one of the following:

- (1) Participating in a telephone conference call.
- (2) Having a knowledgeable authorized representative attend the meeting.
- (3) Making pertinent records available at the meeting.

120.343(2) *Periodic review.* Each periodic review under subrule 120.342(2) must provide for the participation of persons in subparagraphs 120.343(1) “*a*”(1) through (4). If conditions warrant, provisions must be made for the participation of other representatives identified in subrule 120.343(1).

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