



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 6, 2025  
To: Local Educational Agency Leads  
Route To: Directors of Special Services  
From: Kathy Ehling, Assistant Commissioner  
Division of Educational Services

## Guidance on Additional Annual IEP Meeting Notice Requirements

The purpose of this memorandum is to provide guidance to local education agencies (LEAs) and parents/guardians of students with disabilities on the implementation of P.L. 2025, c.107. Under this new statute, not less than two business days prior to an annual review Individualized Education Program (IEP) meeting, the LEA must provide specific information to the student's parent(s) or guardian(s). These new requirements supplement the existing notice requirements in N.J.A.C. 6A:14.

### Key Requirements Applicable to Annual Review IEP Meetings

LEAs must now provide parents or guardians with certain information at least two business days before their child's annual IEP review meeting. This written information must be mailed by regular mail to the parent or guardian, and if the school has the parent or guardian email address on file, it must also be sent electronically via email. This written information must include:

- A statement of items that will be discussed at the IEP meeting.
- The student's current levels of academic and functional performance.
- A list of any required IEP team members who the school is requesting to be excused from the meeting.
  - This list must include each excused member's input regarding the programs and services for which they are responsible.
  - This is in addition to any standard excusal consent forms already provided under federal and state regulations.
- An invitation for the parent or guardian to provide feedback on the proposed programs and services in the student's IEP.

P.L. 2025, c.107 provides an additional opportunity to support meaningful parental participation in IEP meetings but does not alter or replace the requirements in N.J.A.C. 6A:14 related to meeting notices or the provision of evaluation reports to parents. LEAs remain responsible for implementing the notice of meeting requirements outlined in N.J.A.C. 6A:14-2.3(k)3-5 and 9-10. Additionally, P.L. 2025, c.107 does not relieve LEAs of the obligation to provide parents with copies of evaluation reports at least 10 days before meetings to determine initial eligibility (N.J.A.C. 6A:14-3.5(a)) or continued eligibility following a reevaluation (N.J.A.C. 6A:14-3.8(f)1).

### Implementation Timeline

Districts are strongly urged to implement the new requirements of P.L. 2025, c.107 for all annual review IEP meetings held during the 2025-2026 school year and to use this period to refine local policies and procedures in preparation for full compliance as required by July 1, 2026. Early action will allow teams to identify and address logistical challenges, align practices with the law's intent, and support staff and families in understanding the new requirements.

For additional information or clarification, please direct questions to the Office of Special Education at (609) 376-9060 or send an email to [OSEinfo@doe.nj.gov](mailto:OSEinfo@doe.nj.gov).

c: Members, State Board of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group