**Adding School Personnel for Notice of Meeting**

To add personnel to a notice of meeting, please contact your Records Specialist. When staff use the +Add Guardian to add personnel to notice of meeting, these staff show up as family members in the Enrich system and in our data reporting to the state.

**REMEMBER TO INVITE THE DIRECTOR OF SPECIAL EDUCATION ON EVERY NOTICE OF MEETING!!!! This will become an automatic fill in as updates occur throughout the school year.**