

SAMPLE LETTER

Date: _____

Dear Parents or Guardian,

Enclosed is a copy of a Parent/Guardian Survey which is designed to help you prepare for initiating or updating your son or daughter's IEP.

Transition planning is a critical part of the IEP development at each year's annual case conference. In making plans for the future, it is important to consider the student's choices and preferences for adult life. It is recommended that you discuss the issues with your son or daughter when completing this survey. Completing this survey is a process that doesn't have to be done at one time, but could be spread out over several evenings.

Sharing it at the annual case conference will make transition planning go more smoothly. We look forward to meeting with you!

Sincerely,

(Transition Coordinator or Teacher)