

ESS PROVIDER/VENDOR LETTER HEAD

Date: (sent when child is 30 months of age)

TO: (Preschool Special Education Coordinator/Director)

This is an invitation to attend a Transition Conference for _____
(DOB _____). _____, the
parent(s)/guardian(s) of _____ and _____,
their Early Supports and Services Coordinator, invite you to meet their family,
and observe a home visit prior to _____'s transition from Early
Supports and Services. Please call me anytime before (date) _____
to arrange a time to meet.

While this is not a formal referral for preschool special education services, the
goal of this meeting is for all parties to get to know each other, and begin building
a positive working relationship that will facilitate the transition process. ESS
regulations require that a transition conference occur at least 90 days before a
child's third birthday regardless of whether or not a school district is able to
attend. Therefore, in order to meet our requirements, this meeting needs to be
held by _____.

Home visits are regularly scheduled for the following days and times:
_____. We could schedule this meeting at this time or set
up a separate meeting at a mutually convenient time and location. I am looking
forward to working together with you. The best time to call me is _____.

Sincerely,

Service Coordinator and Phone Number

Date

cc: