

**SUGGESTED INVITATION LETTER TO PRIVATE-SCHOOL PARENT
REPRESENTATIVES AND KNOWN PARENTS OF HOME-SCHOOLED
STUDENTS
(TO BE SENT AT LEAST TWO WEEKS PRIOR TO TMC MEETING)**

Dear (NAME):

You are invited to attend a meeting to be conducted by (DISTRICT NAME) at (LOCATION) on (DATE AND TIME). The purpose of this meeting is to discuss how students with disabilities who attend private schools or who are home-schooled within the district will be served by (DISTRICT NAME) during the _____ school year.

In accordance with the requirements of the Federal Individuals With Disabilities Education Act of 2004 ("IDEA 2004"), public school districts are required to spend a portion of their Federal Part B special education funds in order to provide identified students with disabilities who attend private schools with the opportunity to equitably participate in special education services offered by the district. As part of that process, we must conduct a public meeting in order to discuss our plans to fulfill that responsibility for the coming school year. In addition, we wish to hear your feedback and views in order to ensure that your voices are heard during this process. Finally, we wish to also share information about how students with suspected disabilities can access the process offered by our district to screen and evaluation those suspected disabling conditions.

Your participation in this process is extremely valuable to us. We therefore hope you will attend. If you have questions or concerns in advance of the meeting, please do not hesitate to contact (CONTACT NAME(S)) at (NUMBER).

We look forward to meeting you soon.

Sincerely,
(SUP'T or DSE NAME)