

**SUGGESTED INVITATION LETTER TO PRIVATE SCHOOL
REPRESENTATIVES
(TO BE SENT FOUR WEEKS PRIOR TO TMC MEETING)**

Dear (NAME):

In accordance with the requirements of Section 612(a)(10) of the Federal Individuals With Disabilities Education Improvement Act of 2004 (“IDEA 2004”), this letter is to invite you to a meeting to discuss our plans for working with students with disabilities who currently attend your school during the _____ school year. This meeting will take place at (LOCATION) starting at (TIME) on (DATE).

As you may know, a public school district is required to utilize a portion of its Federal Part B special education funds in order to provide students with disabilities who attend private schools within the district the opportunity to equitably participate in special education and services offered by the district. As part of that process, this district must disclose information about our plans for the coming school year and to afford you the opportunity to offer ideas and input pertaining to our plans. We also wish to share additional information pertaining to how students who are suspected of having one or more disabilities may access the district programs to assess the nature and scope of the suspected disabilities.

In addition to meeting with representatives of private schools within the district, we are also expected to meet with parent representatives from your schools. We would therefore appreciate your assistance in identifying up to three parents (preferably of students with known disabling conditions) who may wish to attend this meeting in order to offer their input. In order to provide reasonable advance notice to such parents, we would appreciate receiving names and contact numbers for such parents by no later than (CLOSE OF BUSINESS TIME) on (DATE AT LEAST TWO WEEKS IN ADVANCE OF THE TMC MEETING).

We thank you for willingness to participate in this process. If you have any questions or concerns pertaining this meeting please feel free to call (CONTACT NAME AND NUMBER).

Sincerely,
(SUP'T OR DSE NAME)