

School Letterhead

Date

Parent Name

Parent Address

Re: Student Name            D.O.B.

Dear Parent/Guardian,

Enclosed with this letter you will find a *Notice of Referral to Determine Eligibility for Special Education* and a *Notice of Planning and Placement Team Meeting*. I am offering you the opportunity to speak with a member of our special education team before the Planning and Placement Team Meeting (PPT) regarding the process of evaluation, assessment and what to expect at a PPT. In accordance with the following Public Act No. 12-173 (B):

*Upon request by a parent, guardian, pupil or surrogate parent, the responsible local or regional board of education shall provide such parent, guardian, pupil or surrogate parent an opportunity to meet with a member of the planning and placement team designated by such board prior to the referral planning and placement team meeting at which the assessments and evaluations of the child or pupil who requires or may require special education is presented to such parent, guardian, pupil or surrogate parent for the first time. Such meeting shall be for the sole purpose of discussing the planning and placement team process and any concerns such parent, guardian, pupil or surrogate parent has regarding the child or pupil who requires or may require special education.*

In addition the following website

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2678&Q=320730>

will provide you with *Parent's Guide to Special Education in Connecticut* (2007) [English-[PDF](#)] [Spanish-[PDF](#)] and the Bureau of Special Education's *Model Special Education Policy and Procedures Manual* (2007) [[PDF](#)] [[DOC](#)] and *Building a Bridge: A Transition Manual for Students* (2009) [[PDF](#)] or *Building a Bridge: A Transition Manual for Students - Spanish* [[PDF](#)]

Please feel free to contact me at (phone number).

Sincerely,

Principal's Name

For Office Use Only:

Parent requested meeting on (date) \_\_\_\_\_ Meeting was held on (date) \_\_\_\_\_

Discussed

- What assessments are
- How an evaluation is conducted
- The PPT process
- Documents provided in a hard copy? \_\_\_ or Website? \_\_\_