



Date: _____

Dear _____,

You are invited to attend a meeting to develop your Individual Education Program (IEP) for the next school year. We will discuss transition services at this meeting. The IEP will be written to help you reach your personal goals, as you prepare for the future.

At this meeting you will have a chance to

1. Share your preferences, needs, and interests.
2. Discuss where you would like to live, work, and/or continue your education.

Then, together all members of your IEP team will

1. Discuss your strengths and areas for growth,
2. Develop a plan for the coming year, and
3. Outline each members role and responsibilities in assisting you prepare for adult life.

This meeting is about your future and you are a key person in this planning process, so it is very important you attend.

The meeting is scheduled for _____.

Sincerely,

Tottenville HS
100 Luten Avenue
SI, NY, 10312
(P) 718-668-8800 x41381
(F) 718-984-6861

McKee HS
290 St. Marks Place
SI, NY 10301
(P) 718-420-2600
(F) 718-981-8776

New Dorp HS
465 New Dorp Lane
SI, NY 10306
(P) 718-668-1365
(F) 718-668-2557

IS24
225 Cleveland Avenue
SI, NY 10308
(P) 718-982-4707
(F) 718-227-4175

JPCS
100 Essex Drive
SI, NY, 10314
(P) 718-370-6800 x0
(F) 718-370-6815