

Transition Planning Notification

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We are writing to inform you about the upcoming transition planning meeting for your child, [Child's Name], who is currently in [Grade/Class]. This meeting is scheduled for [Date] at [Time] and will take place at [Location].

The purpose of this meeting is to discuss and develop a transition plan that prepares [Child's Name] for [post-secondary education, employment, and independent living], as outlined by the Individuals with Disabilities Education Act (IDEA).

Participants in this meeting will include:

- [Name and Title, e.g., Special Education Teacher]
- [Name and Title, e.g., School Counselor]
- [Name and Title, e.g., Transition Coordinator]
- [Parent/Guardian]
- [Other relevant participants]

Please feel free to bring any additional information or documentation that you believe could be helpful for this discussion.

We encourage you to attend this important meeting to ensure that we can work together to support [Child's Name] in achieving their goals.

If you have any questions or if you are unable to attend, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]