

Transition Services Request for Special Education

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[School District/Institution Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request transition services for my child, [Child's Name], who is currently receiving special education support. As my child approaches the age of transition, I believe it is essential to begin the planning process to ensure a smooth transition to [post-secondary education/employment/community living, etc.].

[Child's Name] has been diagnosed with [disability/condition] and currently receives the following services: [List services]. I would like to discuss how we can support their transition plan and identify appropriate services and resources that will be beneficial for their future.

Specifically, I request a meeting to discuss the following:

- Individualized Transition Plan (ITP)
- Vocational training opportunities
- Post-secondary education options
- Life skills and community integration support

Please let me know your availability for a meeting within the next few weeks. I look forward to working together to support [Child's Name]'s transition effectively.

Thank you for your attention to this matter.

Sincerely,

[Your Name]