

# Transition Plan Letter

Date: [Insert Date]

To: [Parent/Guardian's Name]

From: [Special Education Coordinator's Name]

Subject: Transition Plan for [Student's Name]

Dear [Parent/Guardian's Name],

We are pleased to inform you that we are initiating a transition plan for your child, [Student's Name], as part of their Individualized Education Program (IEP). This plan is designed to support [his/her/their] transition from [current educational setting] to [next educational setting or post-school outcome].

## Transition Goals:

- Goal 1: [Insert Specific Goal]
- Goal 2: [Insert Specific Goal]
- Goal 3: [Insert Specific Goal]

## Planned Activities:

- Activity 1: [Insert Description]
- Activity 2: [Insert Description]
- Activity 3: [Insert Description]

We will be holding a meeting on [insert date] at [insert time] to discuss this transition plan further and gather your input. Your participation is crucial in ensuring the success of [Student's Name]'s transition.

If you have any questions or need further information, please feel free to contact me at [insert phone number] or [insert email address].

Thank you for your continued support.

Sincerely,

[Special Education Coordinator's Name]

[School Name]