SAMPLE LETTER # 3
Request for Participants

(Insert name)
Home Address
and telephone number

(Insert Date)

(Insert Name of CSE Chairperson
Insert Address of School)

(Re: Insert Child's name
Date of Birth)

Dear (insert name of Chairperson),

A CSE meeting concerning my child is scheduled to take place on *(insert date)*. Please provide me with a list of names and titles of the individuals who will be attending such meeting on behalf of the district.

Please note that in addition to myself and my husband, I plan to bring my son's psychologist, Dr. *(insert name*) as well as his home tutor, *(insert name*). I believe that they will both be very useful in providing pertinent information relating to my son's academic difficulties. I look forward to working with you and the CSE team to develop an appropriate program for (*insert name of child*).

Thank you.

Sincerely,

(*Insert name of parent*)