date

Dear Mr. and Mrs. Smith

123 School Rd

Anywhere, NY 45678

As you know, \_\_\_\_\_\_\_\_\_’s annual review CSE meeting will be coming up in month. I would really like \_\_\_\_\_\_\_\_\_ to be a part of this meeting. In junior high school students are expected to attend, but I believe that even at a younger age \_\_\_\_\_\_\_\_\_’ presence at this meeting would be beneficial to him/her. \_\_\_\_\_\_\_\_\_ has attended in the past and I have seen him/her become more self-aware, more involved, and the meetings become more student centered. I would like to talk to \_\_\_\_\_\_\_\_\_ about who will be at the meeting, what kinds of things we will be discussing and deciding, and talk to him/her about his/her IEP. Of course, as his/her parents, you have the final say whether he/she attends or not. If there are more sensitive issues that you’d rather not discuss with \_\_\_\_\_\_\_\_\_ in the room, we can talk about them after he/she leaves.

I’m hoping you’ll have time to talk to \_\_\_\_\_\_\_\_\_ about the meeting. Most students will seem nervous, but I believe their presence can have a great impact. Please let me know what you think about \_\_\_\_\_\_\_\_\_ attending, as I would like talk to him/her a bit before the meeting to answer any questions he/she might have. I’ve also included “A Parent’s Guide to Student Involvement in the CSE Process”. I hope that you find this resource helpful as we prepare for your child’s meeting.

Please return the bottom portion of this page indicating if you wish for \_\_\_\_\_\_\_\_\_ to attend. As always, please feel free to contact me with any questions, concerns, or comments. I can be reached at school by email or at (phone number).

Thank you and I look forward to seeing you at the meeting.

Your Name Here  
Special Education Teacher  
\_\_\_\_\_\_\_ School

\_\_\_\_ I would like \_\_\_\_\_\_\_\_\_ to attend his/her CSE annual review meeting.

\_\_\_\_ I would **not** like \_\_\_\_\_\_\_\_\_ to attend his/her CSE annual review meeting.

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_