

SAMPLE LETTER FOR DISTRICT TO SEND A PARENT WHERE THERE HAS BEEN
NO INFORMATION RECEIVED SINCE THE 27 MONTH LIST

{Mr. & Mrs. Parent/Guardian Name
Address
Town/City, Illinois 00000}

Re: {Child's Name/DOB}

Dear {Parent/Guardian Name},

{School District} has been informed that your child has been or previously was enrolled in Early Intervention (EI). EI policies prohibit sharing detailed information without your consent about your child's EI eligibility/services or reasons for discontinuing services. However, EI federal regulations do allow EI to share Child Find information if your child was enrolled in EI. Child Find information is very basic contact information consisting of only:

A Child's name

A Child's date of birth

Parent contact information of address and telephone number, if applicable

Because your child was enrolled in EI, he/she may be eligible for early childhood special education and related services through the school district once they are three years of age.

If you have any concerns about your child's development and would like to determine if your child may be eligible for special education and related services, please contact:

{Title of person (as names may change) and phone number}

Do not hesitate to call if you have any questions you would like to have answered.

Sincerely,

{Name
Title}