

## SAMPLE LETTER FOR CFC TO GIVE A PARENT DECLINING TRANSITION

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

{Re: Child's Name/DOB}

{Dear Parent/Guardian Name},

We understand that at this time you have decided not to proceed with the transition process to the State Board of Education programs and have not given consent for Child & Family Connections (CFC) to share your child's Early Intervention (EI) eligibility information or information about your child's services received from EI with your child's school district.

EI policies prohibit sharing information about your child's EI eligibility/services or reasons for discontinuing services without your consent. However EI federal regulations do require the CFC office to share Child Find information on any child 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

EI works very closely to help families make the best decision for their child including informing you about what is available for your child when they are age out of EI.

If in the future you have concerns about your child's development and would like to determine if your child may be eligible for special education and related services through your school district 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}  
Cc: {district}