

Local District Letterhead

Dear Parents/Guardians,

In preparation for your son's/daughter's annual IEP we are asking for your input regarding his/her strengths, interests, preferences, and needs to assist The IEP Team in transition planning.

To assist with this transition planning process and to gain information on your student's functional performance Clinton County has adopted the use of the Transition Planning Inventory, which gathers input from the school, each student and each student's family. This inventory will be completed once and then reviewed and revised annually. Information obtained from this inventory will be used to identify the student's present level of performance. This information will also guide us in the development of a statement of transition service needs, a course of study to meet those needs, and annual transition goals/activities for your student.

Enclosed you will find the home version of this inventory. Please complete and return the form to the school in a timely fashion to help the district prepare for the upcoming IEP.

If you have any questions regarding the completion of this inventory, please feel free to contact me at (*insert caseload teacher #*).

Thank you for your assistance, and I look forward to seeing you in the near future.

Sincerely,

Local District Caseload Teacher