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SAMPLE LETTER

TO REFER YOUR CHILD TO THE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE)

(This letter can be handwritten or typed. Remember to keep a copy for your records.)

Date:

Parent Name(s):

Name of Your Child:

Your Child's Birthdate:

Your Address:

Your Phone #:

Name of CPSE Chairperson:

Name of School District:

Address of School District:

Dear _____ (CPSE Chairperson):

I am writing to refer my child, _____ (Name) _____, to the CPSE for an evaluation and possible services. I am concerned that _____ (list your concerns about your child's development, i.e. "his speech is delayed" or "she is not speaking clearly").

I look forward to hearing from you so that the evaluation process may begin.

Sincerely,

Your Name