

Transition Meeting Notification

Name:

Date of Birth:

Date:

Dear _____,



The purpose of this letter is to notify you that First Steps services end at age three.

Your child, _____, will no longer receive First Steps services upon the third
(Name)
birthday of _____.
(Date)

In order to prepare for your child's transition out of First Steps, a meeting has been scheduled for:

_____ at _____:_____ at _____.
(Date) (Time) (Location)

The purpose of this meeting is to discuss the family's options for services until the age of three and steps to prepare the child for a new setting after age three. The following individuals have been invited to attend this meeting:

We hope that you will share your observations, questions, concerns and priorities for your child and family during the meeting. You may also invite any additional individuals whom you would like to participate.

If this time is not convenient or you need to reschedule for any reason, please call me at:

() - . You can also reach me at: _____ or
(Phone Number) (Email)

(Address)

Sincerely,

Service Coordinator

Enclosure: Parental Rights Statement