Date: January 15, 2010

Mrs. Mary Jones  
400 Old Main Terrace                    
Any town, NY  23456  
Dear Parent(s) or Guardian of Anne Smith

Student’s DOB:  3/9/2000   Local ID Number:  99708

We have scheduled a meeting of the Committee on Special Education (CSE) to discuss your child's educational needs.  Your participation in this meeting is very important and you are encouraged to attend.  As a member of the Committee, you have a right to participate in discussions and decisions about the identification, evaluation and educational placement of your child.  The meeting has been scheduled for the following date, time and location:

Date: Monday January 29, 2010

Time: 2:30p.m.

Location:   
Room 39, Any town Middle School   
43 Main Street  
Any town, NY  23456

Purpose of this meeting:

To determine the continuing eligibility for special education services for Anne.  
To review and, as appropriate, revise Anne’s individualized education program (IEP)

Names and titles of the persons who will attend the meeting:

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| Name | Title |
| Mrs. Mary Jones | Surrogate Parent |
| Ms. Santiago | 5th grade general education classroom teacher |
| Mr. Lewis | Special education teacher |
| Ms. Thornton | District representative (Chairperson) |
| Ms. Montrose | Additional parent member |
| Ms. Timberlake | Speech therapist of the student |
| Ms. Moriarity | School Psychologist |

If postsecondary goals and transition services will be considered at this meeting, your child will be invited to the meeting.  In addition, a representative from the following agency/agencies likely to be responsible for providing or paying for transition services will be invited with your consent, or the consent of your child if he/she is 18 years of age or older.