

COMMUNICATING WITH YOUR CHILD'S SCHOOL THROUGH LETTER WRITING

A Training for Parents of Children Served in Special Ed

- ***Are you a parent of a special need child receiving special education services?***
- ***Have you experienced communication difficulties with the school's teachers, administrators, and others concerned with your child's education?***
- ***Are you interested in improving your communication skills through effective letter writing?***

If your answers to the above questions are YES, this is the RIGHT workshop for you. Come join us for this interactive parent training workshop presented by an experienced special educator and veteran parent leader.

Topics to be addressed in this workshop include:

- The Basic Special Education Process under IDEA 2004
- Letter Writing in General
- Sample Letters:
 1. Writing to Discuss a Problem
 2. Requesting Your Child's Records
 3. Writing a Follow-up Letter
 4. Writing a Positive Feedback Letter
 5. Requesting an Initial Evaluation for Special Ed Services
 6. Requesting an Independent Educational Evaluation at Public Expense
 7. Requesting a Meeting to Review the Individualized Education Program
 8. Requesting a Change of Placement
 9. Informing the School that You Intend to Enroll Your Child in a Private School at Public Expense
 10. Requesting Prior Written Notice
 11. Requesting Mediation
 12. Requesting a Due Process Hearing
 13. Filing a Complaint with the State Education Agency

Date/Time/Location:

Saturday, Sept 17, 2011
3:30-630 pm

Chinese Information and
Service Center

611 S. Lane Street
Seattle, WA 98104

Parking: Limited free
garage parking. Street
meter parking and paid
parking lot parking.

COST: FREE training,
FREE material & FREE
onsite childcare.

**RSVP for language
interpreters and child-
care are required.**

Registration by:
Wed 9/14, 2011

To register, please fill out
the registration form and
email it to:

Ginger Kwan

kwkwan@msn.com

206-372-1072 phone



**Open Doors for
Multicultural Families and**

Chinese Information and Service Center

