**Sample Letter**

Date:

Dear Parents of Special Education Student(s):

The \_\_\_(name of the school district)\_\_ Special Education Parent Advisory Group (SEPAG) is a volunteer group of parents and guardians that provides input to the district as well as support and information to parents and caregivers of children with special needs.

Each district board of education is charged under the New Jersey Special Education Code to ensure that a special education parent advisory group is in place to provide input to the district on issues concerning students with disabilities ([Subchapter 6A:14-1.2, paragraph (h)](http://www.nj.gov/education/code/current/title6a/chap14.pdf)).

The purpose of this letter is to ask for your help and consideration in joining members of our school staff and community to examine the issues, concerns, and successes involving our special education programs and students. This Special Education Parent Advisory Group (SEPAG)would meet throughout the school year and would provide a forum where we could discuss our existing programs and services as well as plans for improvement.

At the SEPAG meetings the advisory group will:

1. Identify systemic concerns that affect special education students as a whole
2. Develop and prioritize 1 -3 concerns for this school year
3. Gather e-mail contacts
4. Post meeting minutes on the SEPAG website to be as transparent and inclusive as possible
5. Share Minutes with Superintendent and BOE

If you are interested in becoming part of this group, please complete the form below and return it to ­­­\_ \_\_ by \_­­\_\_\_\_\_. I look forward to having the opportunity to meet with you!

Sincerely,

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I would like to be on the Special Education Parent Advisory Group.

Parent Guardian Name: \_

Child’s Grade: School: ­­­­

Student’s Name: Address: Phone:

I would like to be considered for (please check all that apply):

* Chair/co-chair of the group
* Secretary
* Other (please specify): \_\_\_\_\_\_\_