

- please send this letter to the ESE director in your Public School District
- Note underlined components – include information relevant to your center

CENTER LETTERHEAD

DATE

General Director of Exceptional
Student Education
_____ County Public Schools
Exceptional Student Education
ADDRESS

Dear _____

Thank you for the or

Please send information describing the provision of services to parentally placed private school students with disabilities. In consult with the directors and principals of the Catholic Schools of the Diocese of St. Petersburg, I extend my appreciation for consulting with private schools.

_____ Early Childhood Center located in _____ County, is a free standing Catholic early childhood center enrolling ____, three- and four-year old children in a full/ half day program. As private school students are entitled to agreed upon services until the proportionate share of federal funds (IDEA) are exhausted, we are requesting the opportunity to participate in the following types of services for the 2007-2008 school year:

On-site speech and language services
On-site occupational therapy
Staff training

I look forward to working together to meet the needs of children with disabilities.

Sincerely,

Director

XC: Mrs. K. Rizzo, Associate Superintendent
Associate Superintendent/ Diocese of St. Petersburg