School District Letterhead

Address

Address

City, State, Zip Code

Parents Name

Address

City, State, Zip

Date

Dear (*Parent’s Name*):

A notice has been received from the Birth to Three program informing the district that (*Child’s Name*) will be turning three on (*Child’s Third Birthday Date*) and thus no longer eligible for the Birth to Three program. If you are interested in further services for your child, our district offers developmental services for children ages 3 – 5 years who qualify.

For more information about these services and how your child may qualify, please contact our Special Education office at (*School Phone Number*). We would be happy to visit with you about the next steps for your child.

Sincerely,

Special Education Director

Phone #

Email Address