

Letter to Principal (Announcing Program)

Dear {Principal},

HCCPTA and the Superintendent's Advisory Council for the Education of Students with Disabilities (SAC) are launching an initiative to increase engagement and promote inclusion of Exceptional Student Education (ESE) families at the school level. {Your school} has been identified as a potential participant in this pilot program.

The initiative involves assigning an "Family Access Advocate" position within the school's PTA/PTSA. This role will be filled by a parent or caregiver of a child receiving ESE services. As part of the PTA/PTSA, the ESE Chair will serve as a liaison between ESE families, the school community, and the ESE Specialist, fostering better communication and involvement.

Specifically, the Family Access Advocate's responsibilities will include:

- Representing the ESE parent community at PTA meetings
- Collaborating with the ESE Specialist on opportunities for ESE student inclusion in school events
- Distributing relevant materials and information to ESE families
- Encouraging participation in parent ESE surveys

Your school's PTA/PTSA has shown interest in this initiative. We have been working with them to identify a suitable Family Access Advocate position candidate. We firmly believe that having an ESE Parent Rep at your school will contribute to a more inclusive and engaged community for all families. We appreciate your support in facilitating this process.

This School-Level Parent Rep subcommittee will continue to support this initiative through informational sessions, Parent Rep training and resources, local PTA/PTSA training and resources, and more.

Please feel free to reach out to {contact person} at {contact information} if you have any further questions or concerns.

Thank you for your time and being part of this initiative,

Sincerely,