



# Manchester Public Schools

45 North School Street  
Manchester, Connecticut 06042

## ADMINISTRATIVE OFFICES

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Mrs. Shelly Matfess  
Assistant Superintendent  
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Parent/Guardian  
Address  
City, State, Zip

Dear Parent/Guardian:

Your child has been referred for consideration for special education and or related services. Oftentimes this can be a confusing process for parents and guardians, therefore feel free to contact the building principal or designee, prior to the initial Planning and Placement Team meeting, to review the process with you. If you are unable to attend a meeting prior to the initial meeting, they can also meet shortly after the first formal meeting.

At that meeting, they plan on reviewing the following documents:

- "A Parent's Guide to Special Education in Connecticut"
- "Procedural Safeguards Notice Required Under IDEA Part B"
- "IEP Manual"
- "Stepping Forward: A Self-Advocacy Guide for Middle and High School Students"

Also, please be mindful that if the meeting results in testing, upon request, the results of the assessments and evaluations will be made available to you three days prior to the Planning and Placement Team meeting in which eligibility determination may be discussed. Please do not hesitate to contact the building principal or designee with your questions or concerns. Thank you.

Sincerely,

*Shelly Matfess*

Shelly Matfess, ED.M.  
Assistant Superintendent  
for Pupil Personnel Services