SAMPLE INTRODUCTION

Hello, I'd like to introduce myself.   My name is _____, and I've volunteered to be the Special Education & Inclusion Liaison for __(School Name)__. Once known as the Wake Special Education PTA or Wake SEPTA, we were a stand-alone PTA for parents and teachers of special education students. In September 2010, Wake SEPTA disbanded after our group was invited to join the Wake County PTA Council as the Special Education & Inclusion Committee. We are excited to be included. Special education students make up approximately twenty percent of the Wake County Public School System's student population. The majority of special education students are served in regular education classrooms.

A student is considered to be enrolled in special education if he or she has an Individualized Education Plan (IEP) or 504 plan. These plans include accommodations and sometimes altered curricula to allow students to fully access the educational opportunities at the school.

As (School Name)'s liaison, I hope to bring those same kinds of accommodations to our PTA planning and programming. Special Education and Inclusion Liaisons have a dual role. First, we serve as links to resources for parents and educators on special education and related community services. Second, we assist school-based PTA's by offering ideas for accommodations to PTA programs that facilitate the inclusion of the whole school community. Our role is not to advocate on an individual basis in IEP meetings.

The Special Education & Inclusion Committee will hold several informational meetings on special education topics throughout the year. Everyone is welcome to attend. For more information about our programs and links to some great resources, please visit www.wakesepta.org.

Please feel free to contact me if you have questions about special education or suggestion s on how to make our school programming more accessible to your family. My e-mail address is (e-mail address). I look forward to working with you this year.

Sincerely,

(NAME)