

Dear Parent:

Attached you will find two documents that provide information to you as a parent on your rights and your child's rights related to early intervention services.

- 1) The Problem Solving in Early Intervention Fact Sheet provides information on the steps you can follow if you have concerns or questions regarding your early intervention services. This fact sheet provides a quick and easy way for you gain information on problem solving processes that are available, including how you can file a formal written complaint.
- 2) The Procedural Safeguards Notice provides detailed information on rights such as, confidentiality, parent consent, procedures for filing a complaint, mediation procedures and due process hearing procedures. This document is very helpful for explaining your families' rights in detail.

Should you have any questions about this information, please contact
{Contact person and contact information should be individualized to the Local Early Intervention Preschool Programs}

Sincerely,

{Local Early Intervention Preschool Representative}