

Memorandum

To: Service Providers for Student name

LIST PROVIDERS HERE

CC: FAMILY NAME

From: YOUR NAME

Date: 1/27/2006

Re: Interagency Coordination

The family of Student name has selected to use service coordination and the Individual Interagency Intervention Plan (IIIP). While the services you provide will remain the same, the way that services are coordinated and planned will change.

Student name's annual IEP date is IIIP DATE. Because the family is choosing the IIIP, other public agencies will attend and do their planning at this meeting. The family has signed a release of information (DATE RELEASE WAS SIGNED), which I have in their child's file.

Other than planning for the IIIP, you may hear from me if the family has questions about the services their child receives or if they are exploring additional service options.

Benefits from interagency coordination and the IIIP for families include one plan and one planning meeting. One benefit for teachers and service providers is assistance with the many tasks involved with interagency coordination.

If you have any questions about service coordination please call me at YOUR TELEPHONE NUMBER or email at YOUR EMAIL ADDRESS. Thank you.