**SAMPLE SEPAG LETTER OF INTRODUCTION**

Date

Dear \_\_\_,

The \_\_\_\_\_\_\_ Special Education Parent Advisory Group (SEPAG) is currently seeking new members for the upcoming school year. The best practices suggest that a diverse membership makes for an effective group. Therefore, I am asking for your help in identifying individuals who might be interested in being considered for membership on the \_\_\_\_\_\_\_\_ SEPAG.

The \_\_\_\_\_\_\_SEPAG has had a very successful year. We reported to the school board on two areas of needs affecting students receiving special education services: improvement of our school district’s transition services and services to students with autism. We look forward in the upcoming school year to continuing to work with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Public Schools in addressing issues that impact students with disabilities.

I’ve enclosed the following:

• A SEPAG member job description

• A SEPAG brochure

• A SEPAG application for membership

These should assist you and any prospective SEPAG members in learning more about the \_\_\_\_\_\_\_\_\_\_ SEPAG and the responsibilities of individuals serving on the core committee of the \_\_\_\_\_\_\_\_\_\_SEPAG.

If you or any prospective members have any questions you can email me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or call me at \_\_\_-\_\_\_\_\_.

Thank you for your assistance in this important activity.

Sign name

Chairperson,

\_\_\_\_\_\_\_\_\_SEPAG