Sample Letter to Detention Center

Date

Detention Center Representative

Address

Address

Address

Dear (Name):

(LEA) is required to provide special education services to eligible incarcerated youth through the school year in which their 22nd birthday occurs. In order to ensure that this occurs, we are required to obtain an agreement with the center on the identification and provision of services to eligible students and provide training on these processes.

Please review the enclosed agreement, which outlines the Tennessee Education Policy and Procedures for Incarcerated Children with Disabilities, and contact me at (phone) or (email) to schedule a time to discuss the agreement.

I look forward to working with you and your staff.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Position