



(Insert School Name)  
(Insert School Address)  
(Phone Number)

## Sample Vocational Rehabilitation Letter to Parents

Dear Parent(s):

You will shortly receive a letter in the mail from (Vocational Rehab. Counselors name) who is the Vocational Rehabilitation Counselor for Newton County Schools. Vocational Rehabilitation is a service offered by the Department of Labor to assist students with disabilities transitioning from high school to colleges/careers.

Your child has been scheduled to meet with (Vocational Rehab. Counselors name) on (Date) in the conference room at (School Name). Your attendance at this meeting is strongly encouraged. Please arrive at the school 15 minutes prior to the appointed time. The meeting should not take more than 45 minutes.

If you have any questions please contact (Vocational Rehab. Counselors name) or myself at the email address or phone number below.

Voc. Rehab Counselor Email

Voc. Rehab Counselor Phone

Coordinator email

Coordinator Phone

Sincerely,

CTI Coordinator

\_\_\_\_\_ High School