



Dear (Community Agency),

Our school district has been selected to participate in an intervention involving interagency collaboration for students with disabilities. This project, CIRCLES (Communicating Interagency Relationships and Collaborative Linkages for Exceptional Students) is a four-year intervention study that will examine the effects of a multi-level model (i.e., community, school, IEP) of interagency collaboration on transition outcomes. The University of North Carolina at Charlotte is conducting this study in collaboration with (Your County Here) County Schools and other Local Education Agencies as part of a grant funded by the Institute for Educational Sciences through the US Department of Education.

As a leader in the community, we would like to invite you to be a part of this community-level team. Through collaborative efforts with other county and community agencies, we would like your input in the identification of community resources, development of interagency service agreements, coordination of staff development activities, and sharing information related to employment of individuals with disabilities. Community-level teams will meet 2 to 4 times per year, as needed.

Someone from our school district will be contacting you with additional information and to personally invite you to join our community level team. We are looking forward to your participation.

Sincerely,