



September 27, 2019

Leah Williamson  
Family Voices of Tennessee  
8257 Dexter Oaks Court # 103  
Cordova, TN 38016

Dear Leah,

Thank you for helping to provide to the parents in your community an opportunity to receive parent training and information regarding special education laws and children with disabilities rights to appropriate education. Our emphasis will be to help the parents develop a working knowledge of the special education process to become effective and active participants with the school team to develop appropriate IEP's (Individual Education Programs).

The training is scheduled for **Wednesday, September 11, 2019, 4:00 pm to 8:00 pm at the Jackson Center for Independent Living, 23 Federal Drive in Jackson.** The presenter will need access to the room about thirty minutes before the training to set up materials. We will provide our projector but will need either a screen or a blank wall to be available.

Enclosed is a sign-up sheet for you to use as people call you to register for the workshop. It's important for a variety of reasons. First, it will help me know the quantity of materials to bring. Second, it helps me cancel should some unforeseen emergency or bad weather may force us to change our plans. There is a flyer and a media release enclosed that you may use to announce the meeting to the public through the newspaper and radio.

When people call to register for the workshop, please inquire if they have a disability that requires an accommodation. If there is a request for accommodations, please let me know as soon as possible. If they use a wheelchair or otherwise need an accessible meeting place, please be sure that the reserved meeting place is accessible. If an interpreter is need we need to make, arrangements as soon as possible.

Again, thank you for the opportunity to provide this training on Basic Rights in Special Education. If you have any questions, please feel free to call me at 901-726-4334.

Sincerely,

*Shuntea Price*

Shuntea Price  
Director of Urban Service  
STEP, Inc. (Support and Training for Exceptional Parents)  
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Enclosures

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