<<Date>>

<< Name>>

<<Address>>

Dear <<salutation>> <<last name>>:

My name is << xx >>. I provide Pre-Employment Transition Services through Nebraska VR to students in << xx >>. I assist students with the transition from high school into the world of work. Nebraska VR is reaching out to you as we have received a VR Pre-Employment Transition Consent and Release form a parent/ guardian has signed. These services may include the following: Job Exploration, Work Based Learning, Counseling in Post-Secondary opportunities, Work Place Readiness and Instruction in Self Advocacy. At this time, your student is not participating in services.

We hope that by being involved with Nebraska VR Pre-Employment Transition Services, it will enhance your student’s ability to reach his or her full potential and explore career fields.

I am reaching out to you to see if you and your student are interested in receiving Pre-Employment Transition services.

If VR does not hear from you by << 15 days >>, we will discontinue services at this time. In the future, if your student requires services, feel free to contact Nebraska VR. Please contact Nebraska VR with any questions regarding services.

If you have any questions/concerns regarding this information, you can also contact the Client Assistance Program (CAP) to receive advice about your rights at 1-800-742-7594, email cap.info@nebraska.gov or write to CAP at P.O. Box 94987, Lincoln, NE 68509.

Thank you,

<< Staff signature >>

<< Staff name >>

<< Phone number >>

<< Email address >>