<<Date>>

PARENTS/GUARDIANS OF <<student first and last name>>

<<Address>>

<<City, state zip>>

Dear <<Mr./Mrs./Ms. Parent Last Name>>,

Thank you for your interest in Nebraska VR’s Pre-Employment Transition Services. My name is << name >>. I assist students with the transition from high school into the world of work. Enclosed with this letter is a copy of your completed Pre-Employment Transition Consent and Information Release. This document allows Nebraska VR to begin providing services to your student. As a reminder these services may include the following: Job Exploration, Work-Based Learning Experiences, Post-Secondary Education Counseling, Work Readiness Training, and Instruction in Self Advocacy.

Please feel free to contact me if you have any questions. I can be reached at << staff person phone number >> or at << VR staff email >>.

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.

Sincerely,

<< Staff signature >>
<< Staff name >>

Enclosures: Pre-ETS Consent, Pathways to Employment Flyer

To learn more about Pre-Employment Transition Services, go to <http://vr.nebraska.gov/students/#info> or scan the QR Code below.

