

Appendix B:

Sample Liaison Welcome Letter



Appropriate Letterhead

Liaison Name

Address [use mail merge option, if available]

Date

Dear [Liaison's Name]:

Thank you for your timely response in identifying a local homeless education liaison. Our mission in homeless education is to ensure homeless students receive a free and appropriate public education. With liaisons in all local school districts, we anticipate building greater awareness of these students and their special learning needs.

As initial resources, the following are being provided:

- A copy of the National Center for Homeless Education's publication *Local Homeless Education Liaison Toolkit*
- A listing of shelters that accept families and youth
- A listing of training opportunities that are planned
- [List any other materials that will be sent to all liaisons]

We would like to keep our records as up-to-date as possible. Our website has a listing of all local liaisons at http://_____. Please check the contact information listed at this site and notify us of any changes or corrections at your earliest convenience. A copy of your contact information is listed on the enclosed page if you do not have Internet access.

I look forward to working with you in this new position. Please contact my office if I may be of any assistance.

Sincerely,

Name

State Coordinator for Homeless Education

