

To whom it may concern,

On behalf of The Pennsylvania Cyber Charter School, I would like to extend our sincere pleasure to work with your CTC/Vo-Tech during the school year. We are excited for the opportunity to be a liaison between your educational team and PA Cyber's educational team to provide an excellent learning experience for our students that attend your schools.

Prior to the start of the school year, our school has identified some topics as it relates to the different schools and learning facilities that provide services to our students. We are asking that as we enter the new school year, the following items listed below be followed by each CTC/Vo-Tech to efficiently meet proper compliance and mandates as requested by PA Cyber.

1. IEP Meeting Date – According to 22 PA Code 339.21(5) and (6), we are required to invite a representative from your CTC/Vo-Tech to attend and participate in our IEP meetings. If a representative is unavailable for the meeting, PA Cyber asks that they provide written input for the IEP. The representative will receive an invitation via email which will outline the date and time of the meeting. Currently, all IEP meetings are held via phone. You can expect to receive a call from our Special Education Teacher at the time of the scheduled meeting.

2. Transcript/Grade Reports- Please send all transcript/grade reports for PA Cyber students to spedtransition@pacyber.org with your CTC/Vo-Tech name in the subject line. PA Cyber requests all final grade reports be submitted prior to the start of summer break.

3. PIMS Membership Reports- To ensure consistency, PA Cyber requests year end membership reports be sent to spedtransition@pacyber.org no later than **June 14th, 2025**

If you have any questions as it relates to the above requests do not hesitate to contact me. Thank you for your collaboration and we look forward to working with you.

Educationally,
Megan Lindner
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