

<<Insert University Letterhead>>

<<Date>>

The Honorable <<Member of Congress>>
<<United States Senate or U.S. House of Representatives>>
<<Building Name and Room Number>>
Washington, DC <<zip code>>

Dear <<Congressman/Congresswoman/Senator X>>

On behalf of the Higher Education Consortium for Special Education, I am writing to request a meeting on Thursday, January XX between 1 and 5 pm regarding issues related to special education and teacher education.

At <<university > we have an active Department of Special Education. We prepare the special education teachers, researchers and leaders of tomorrow. The challenge of producing enough highly qualified special education teachers to meet the requirements of ESEA and IDEA is daunting. The twin shortages of special education teachers and special education faculty persist. A just-released study supported by the federal government (Special Education Faculty Needs Assessment, 2011) found that doctoral granting programs in special education will lose between ½ and 1/3 of their faculty in the upcoming years. Despite recent increases in the production of doctorates to fill these slots, a shortage remains. These faculty are charged with preparing tomorrow's special education and general education teachers -- who are in turn responsible for improving P-12 student outcomes. Improving student outcomes is dependent upon having well prepared effective teachers. The role of the federal government in addressing this faculty shortage is more critical than ever.

As the Congress reconvenes to address the critical economic issues of our time, we hope you remember that our nation's investment in education is a crucial part of our economic recovery. We hope that you will work for increasing funding for all of education, but especially for the preparation of effective teachers who will be educating tomorrow's citizens and workers. Students with disabilities have tremendous potential to contribute to re-building our nation, so long as they are taught by well-prepared effective teachers.

I hope I can visit with you on January XX. I appreciate your consideration. I will follow up with you to schedule an appointment. In the meantime, if you would like to reach me, I can be reached at <<Insert contact information>> .

Sincerely,