



RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL

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Dr. Noelle Laufer
Supervisor of Special Services
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November 28, 2022

Dear Parent/Guardian,

I hope this letter finds you well. In an effort to be more efficient and more environmentally friendly, we will be moving to a full electronic format within our special services department.

Moving forward, any paperwork regarding meetings, amendments, revisions, and triennial planning, as well as your child's IEP will be sent to you electronically through our *IEP Direct/Frontline Collaboration Portal*.

You will receive an email from Frontline stating that your child's case manager or our CST administrative secretary (Lindsey McCarthy) when a document is sent to you for your review. The email heading will state that a staff member has shared a collaboration document with you.

Access to each document for review or signature will require a unique access code.

The access code for all documents is as follows:

- The first three letters of the student's last name (upper case)
- His/her date of birth in mmddyyyy format. Example: XYZ04032005.
- Note: If a student has fewer than three letters in his/her last name, the full last name is included with the date of birth.

Please make sure your email address is current in the student information system. If you need it to be updated please let Lindsey McCarthy (lmccarthy@rumsonfairhaven.org) know.

Please contact us if you would prefer a paper copy of your child's information as well. Please also feel free to reach out with any questions or concerns.

Sincerely,

Noelle A. Laufer, Psy.D.
Supervisor of Special Services

A Commitment to Excellence

Our mission is to empower all of our students with the tools to find their passions and thrive as knowledgeable, confident, resilient, creative, and compassionate citizens of a global community.