

# TEMPLATE LETTER TO RESOLVE EDUCATIONAL ISSUES WITH THE SCHOOL



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Additional meetings between parents and school personnel may be necessary to resolve their child's education issues. Encourage parents to follow up with the school after each meeting to ensure school personnel understand the child's needs and accommodations.

The email should include the following:

- Accommodation specifications
- Teacher to contact them if he or she has any questions about implementing the educational accommodations or needs help
- Best methods and times to contact you

A sample letter to provide parents:

Dear [Teacher's name],

Thank you for taking the time to discuss [child's name]'s accommodations today on the phone. I appreciate you listening to my concerns. During our conversation we agreed [list what you discussed and agreed upon]. If there is anything I can do to help, please contact me at [phone number] or at [email address]. The best time to reach me by phone is between [times].

Sincerely, [Parent name]