

NASET's HOW TO Series

August 2014

How To Compose Letters to Staff and Parents

Introduction

There will be times when you will need to compose letters for meetings or initial contact with staff and parents. This How to Series provides examples of letters that you can use if you need to set up a meeting, introduce yourself, or provide parents with information.

I-From a New Teacher

Dear

I would like to take this opportunity to introduce myself as your child's new (Resource Room, Inclusion, Special Class) teacher for the coming school year. My name is _____ and I am very excited about being at the _____ School. My background includes _____. I was hired this year to teach this class and look forward to working very closely with you so that _____ (child's name) can have a very rewarding and productive year.

To get to know one another, I am inviting the parent(s) of my students in for an informal get together. I have set aside several dates and times so that I can meet with the parent(s) separately. Please give me a call so that I can reserve a time for all of you to come in and see the room, meet with me and talk about the exciting things we will be doing this year.

I look forward to hearing from you.

Sincerely yours,

II-From an Experienced Teacher

Dear

I would like to take this opportunity to introduce myself as your child's new (Resource Room, Inclusion, Special Class) teacher for the coming school year. My name is _____ and I am very excited about having taught at the _____ School for _____ years. I look forward to working very closely with you so that _____ (child's name) can have a very rewarding and productive year.

To get to know one another, I am inviting the parent(s) of my students in for an informal get together. I have set aside several dates and times so that I can meet with the parent(s) separately. Please give me a call so that I can reserve a time for all of you to come in and see the room, meet with me and talk about the exciting things we will be doing this year.

I look forward to hearing from you.

Sincerely yours,

III-Letter to Related Service Provider

Dear

During this school year I will be _____ (child's first and last name) special education teacher. It is noted on _____ (child's name) IEP that he is to receive _____ (related service) (frequency i.e. 1 x a week) from you beginning on (date to begin services. Be aware that related services should begin as close to the start of school as possible if not the first day). In order to coordinate services, I am suggesting that we get together for a meeting to discuss schedules, communication with parents and teachers, modifications and accommodations and any other matters that may assist _____ (child's name) this year.

I will try to contact you to see what times and days are convenient for you or if you prefer I can be reached at _____ (phone and extension) between the hours of _____. My room number is _____ at the _____ (name of school) school.

I look forward to meeting with you.

Sincerely yours,

Your name

IV-Classroom Teacher Letter-First year teacher

Dear

My name is _____ and this school year I will be working with _____ (first and last name of child) a student in your class. _____, (child's first name) has been assigned this service according to his IEP (designate the time period for services). These services are being provided to him/her for the following reasons:

(State reasons-usually weakness areas determined by an evaluation or IEP team)

In order to collaborate on the services I would like to meet with you to discuss _____ (child's first name) program, scheduling time, parent communication and modifications that are required as a result of his IEP. I will be stopping down to your room to discuss a convenient time for this meeting and look forward to speaking with you or if you prefer I can be reached at _____ (phone and extension) between the hours of _____. My room number is _____.

I look forward to meeting with you.

Sincerely yours,

Your name