

we get stacks and stacks of letters

Why.....

- The bank, your boss an elected official, a credit card company, a fellow employee or local handyman have all asked customers, consumers or colleagues to "Put that in writing, please".

why.....

- -helps you organize your thoughts
- what do you want/need to say?
- who do you need to tell?

why.....

- -provides action step for folks who will be implementing your child's education plans
- Maria will learn three new words a week
- Anthony will use an FM unit while in class

why.....

- provides you with documentation of a request or an incident
- For example:
- on Tuesday, May 1 at our last IEP team meeting we agreed that Maria would have speech services in the classroom two times a week

- I want Anthony to go to school with a chance to ... make friends, learn sign language, be with his brother/sister
- The bank, your boss an elected official, a credit card company, a fellow employee or local handyman have all asked customers or consumers or colleagues to "Put that in writing, please".
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why.....

- For parents or caregivers of children and adults with special needs, we are often requesting more information from doctors, teachers or therapists. We request information from therapists and nutritionists or other specialists as well.
- Not all of us are comfortable with writing letters. It can be intimidating and time consuming. In this workshop we hope to give you suggestions and models to use when you are writing your next letter.

The start

- First paragraph.....
- My name is _____, my child's name is _____, my child's birthdate is _____.
My child is a student at _____
_____ in class _____.

next.....

- I am writing this letter to ask for a meeting of the IEP team
- or
- I am writing this letter to say thank you for

sometimes there is one problem.....

- My son is not using words. I am very concerned that he isn't speaking. I know that he understands me when I ask a question, but he doesn't use any words to answer me.

or another.....

- My daughter told me that one of the other students hit her. She told me this happens often. I need your help to keep this from happening.

or, sometimes it is great news.....

- Today this was a great day. Today my son told me that he was able to read a new word. He was so happy to tell me the good news. I want to say thank you for all of the good work you have done that helped him read.

.....next paragraph

- If you have written this letter because you want a meeting, your next paragraph should be....
- I am a working mother/father. I can arrange for time off from work on (give two to three dates and at two or three different times of the day 9:00 AM, 12:30PM 2:00 PM)

and finish with.....

- Than you for your attention. I would like to hear from you within(5 business days/10 business days). You can reach me by email at: (your email address):
- you can reach me by phone at:
- home number () -
- or
- work number () _

