Date:

To the Parents of:

My name is       and I am a Learning Support Teacher at       School. I will be your child’s Case Manager while they are attending this school and will be responsible for writing your child’s Individual Education Plan (IEP) for each school year. This document is based on the reports from previous educational assessments of your child done by either private or district psychologists.

The IEP is used to plan your child’s program each year. It will identify their strengths and needs and will outline any adaptations that need to be implemented to help your child be as successful as possible in class.

Another function of my role as Case Manager is to liaise with the student’s teachers to monitor progress in their courses. Timetable adjustments may need to be made to promote success. I am also on ongoing contact for your child while they are attending this school.

If you would like to discuss your child’s IEP, please contact me at the school by      . We can discuss matters over the phone or schedule a meeting. If I do not hear back from you by that time, I will file the IEP as accepted.

Thank you for your time. I can be reached at the school (     ) or by e-mail at      . Please contact me if you have concerns or questions about your child’s academic progress.

Sincerely,