



Express Appreciation and Document a Problem

This is an example of how to write a letter to express appreciation and document a problem. You will need to change the details to fit the specifics of your situation.

Jane Parent
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Anytown, MO 54321
jparent@myemail.com

February 25, 2014

Ima Teacher, Special Education Teacher
Your School District
School Address
City, State, Zip Code

Reference: Your Child's Name
DOB: (date of birth)
School: (school's name)

Dear Ms. Teacher,

I am writing to thank you for meeting with me on February 23rd to discuss Jennifer's progress and grades. As a parent, I sometimes find report cards confusing.

Ms. Teacher, I appreciate your explanation of Jennifer's progress. For example, you explained that her grade of an "A" in math was based on the second grade math book that she has used for two years. I was not aware that her grades were raised for good attendance.

Ms. Special advised me that Jennifer continues to need a 1-on-1 aide across all school environments. I appreciate the school's attempts to help Jennifer by providing the aide. However, I have serious concerns about this aide. She has received no training about autism and is not being closely supervised. Instead of assisting Jennifer to communicate, Ms. Para speaks for her. Recently I learned that Ms. Para has been doing Jennifer's homework.

Enclosed you will find information concerning Jennifer's specific disability. Please place these articles in Jennifer's permanent file. And again, thank you for our meeting and your time.

Please make this letter and your written response a part of Jennifer's permanent educational records.

Sincerely,

Jane Parent