



Letter of Understanding

This is an example of how to write a letter of understanding regarding an issue involving your child. You will need to change the details to fit the specifics of your situation.

Jane Parent
123 Any Street
Anytown, MO 54321
jparent@myemail.com

February 25, 2014

Nathan Special, Director of Special Education
Your School District
School Address
City, State, Zip Code

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

Dear Mr. Special,

I just wanted to send a quick note to thank you for meeting with me on (insert date of meeting) about Jenny. As we discussed, we have developed the following plan to address Jenny's current issues;

1. You and I will communicate through the use of a communication notebook which will travel in Jenny's back pack between home and school.
2. We both commit to reviewing the communication notebook every day, making a comment that includes the date and ensure that it is in Jenny's backpack before she leaves for either home or school.
3. Once a month, you will email me to schedule a phone call so we can discuss how things are progressing for Jenny.

This process will improve the communication between home and school and will better support Jenny's progress. I appreciate your willingness to help me better support both you and my daughter.

Sincerely,

Jane Parent