

Jane Parent  
123 Any Street  
Any town, MO 54321  
(987) 654-3210

November 27, 2001  
Emma Teacher, Special Education Teacher  
Your school  
School address  
City, State Zip Code

Reference: Your child's name  
DOB:  
School: (school name)

Dear Ms. Teacher:

I am writing to thank you for your telephone call about Jennifer's problems in Mr. Small's class. I appreciate your efforts to intervene with Mr. Small on Jennifer's behalf.

I am concerned that Mr. Small is not implementing Jennifer's IEP. As you know, the IEP provides for Jennifer to have a quiet place to go when she is overwhelmed. You assured me that Mr. Small has been advised to follow the IEP. You also advised me that the school would provide a quiet place near Mr. Small's class.

It seems as though Mr. Small refuses to allow Jennifer to go to the quiet place when she is overwhelmed. If she cannot get away when she is overwhelmed, she has behavior problems. She has already been suspended three times this year for behavior problems.

I am confused. While in elementary school, the teachers worked with Jennifer. They taught her communication and social skills. Because of their efforts, she has made wonderful progress.

The middle school teachers seem to have a "sink or swim" attitude about Jennifer. The IEP team spent hours writing an IEP that would provide Jennifer with an appropriate education. I am disturbed that one teacher feels they can simply refuse to implement her IEP. I am equally concerned that Mr. Belcher thinks he can teach Jennifer to behave appropriately by suspending her.

I would like to request an IEP meeting to discuss these issues. I am available on the following dates:

I look forward to hearing from you so that we may work together to keep this from becoming a bigger problem.

Sincerely,  
Jane Parent