

## ***Express Appreciation and Document a Problem***

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

November 27, 2001

Emma Teacher, Special Education Teacher  
Sue Smart, Math Teacher  
Your school  
School address  
City, State Zip Code

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

Dear Ms. Teacher and Ms. Smart:

I am writing to thank you for meeting with me on November 25 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 and '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 because of good attendance.

Ms. Green advised me that Jennifer continues to need an aide 100% of the time. I appreciate the school's attempts to help Jennifer by providing an aide. However, I have serious concerns about this aide. She has received no training about autism and is not being supervised. Instead of teaching Jennifer to communicate, Ms. Jones speaks for Jennifer. Recently, I learned that Ms. Jones 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 again for our meeting and your time.

Sincerely,

Jane Parent