

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

April 9, 2001

Nathan Weiss, Director of Special Education
Your school district
School address
City, State Zip Code

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

Dear Mr. Weiss:

On April 3, I met with you and your staff to develop an appropriate educational program for my son. Michael has received special education services for two years. Before the meeting, I provided you with a comprehensive psycho-educational evaluation of Michael by Dr. John Black, an expert in special education. According to this evaluation, after two years of special education, Michael made no progress learning to read. His self-concept has been damaged.

On April 3, Dr. Black traveled to School District # 10 so he could discuss his findings and recommendations with you, your staff, and the IEP team. At this meeting, he advised you that Michael needs a language art program that is based on a multi-sensory, sequential approach to reading instruction. Michael learns differently from many children. Michael has dyslexia that was not identified until Dr. Black evaluated him. Dr. Black explained that it is not too late to teach Michael to read, but that he requires intensive services and specialized remediation. I asked the district to provide this remediation. The gap between Michael's ability and achievement is growing. His self-esteem has dropped.

We must find a way to teach Michael to read and write.

I appreciate your taking the time to attend the April 3 meeting. If you can help, please let me know. We are running out of time. You may call me at work (555-4321) or at home (555-1234) after 6:00 p.m.

Sincerely,
Jane Parent
Cc: Dr. Black