

*Meeting Request,
Including Educational History*

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

November 27, 2001

Emma Teacher, Teacher
Your school
School address
City, State Zip Code

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

Dear Ms. Teacher:

I am very concerned about Michael's school problems. I would like to meet with you and get your ideas about his problems and how we can help him.

School has always been difficult for Michael. He repeated first grade. At that time, I asked for special help for Michael. This was denied. In fourth grade, I again asked that he receive special help. The special education staff found him eligible and provided special education services, but felt that he was not far enough behind in reading to receive reading remediation. I told them that he could not read.

In September 2001, I arranged for Michael to receive private tutoring at our expense. He received tutoring until Christmas when the tutor moved away. Michael was showing improvement, but he needs more help. In the first and second grades, he was happy and energetic. Now he seems sad, depressed, and tells us that children make fun of him because he cannot read. He does not want to go to school.

I understand that you meet with parents on Mondays, Tuesdays, and Thursdays, from 3:15 p.m. to 4:30 p.m. I would like to schedule a meeting with you on Tuesday, December 4 at 3:30 p.m. Please call to confirm this date or suggest an alternative date and time. If I am not available, please leave a message on my answering machine. My job requires me to attend meetings every Monday until 5:00 p.m.

I appreciate your taking the time to meet with me. I look forward to your advice about how we can help Michael learn how to read.

Sincerely,

Jane Parent