

Jennifer & Perry Rent
1234 Pleasant Valley St.
Colorado Springs, CO 80907
Home: (719) 555-0808
Jennifer cell: (719) 867-5309
Jennifer work: (303) 555-2365
Perry cell: (719) 555-3030
jeng@gmail.com
perry3030@gmail.com

October 1, 2020

Adam Inistrator, Vice Principal
Horace Mann M.S.
1234 Van Buren St.
Colorado Springs, CO 80907

Re: Missing assignments for student John Rent (DOB: February 1, 2009)

Dear Mr. Instrator:

I just wanted to write you a short letter to follow up on our conversation in the hallway during the band performance last night. I appreciate you taking the time to discuss Johnny's missing assignments with me and willingness to figure out a solution.

Johnny's math teacher, Tony Cher, and is really busy, but we think we could solve the problem of missing assignments in Mr. Cher's class if we could get a description of what work Johnny has to do for homework on the day it is assigned. Mr. Cher is aware of my concerns, but he is having trouble communicating with us every day because he has to leave for football practice right after school every day. Please call either one of us if you have questions or want to discuss this further. Thank you.

Sincerely yours,

Jennifer Rent

copy: Perry Rent

Commented [MW1]: Whenever possible, have the letter come from both parents. Even if the family has separate households, get both parents on board with the special education goals and plan for the family.

Commented [MW2]: You can never have too many phone numbers at which the school can reach you. It makes it easier for the administrator and it makes it hard to claim "I called and no one answered."

Commented [MW3]: Just because we suggest you do all your correspondence in writing does not mean you cannot, on occasion, us e-mail, especially for firming up details.

Commented [MW4]: Always address the letter to a specific person. A letter needs to sit on someone's desk to be most effective.

Commented [MW5]: Help the administrator recall what you are talking about.

Commented [MW6]: This is the sole purpose of this letter – reminding the administrator to take action.

Commented [MW7]: Propose your specific, preferred solution.

Commented [MW8]: REALLY IMPORTANT POINT HERE. Do not go up the chain of command until you have tried to address the issue with the teacher. Smart parents would give the teacher an overt disclosure that "Unless you have a solution, I would like to see if Mr. Inistrator can help solve our communication problem."

Commented [MW9]: Again, project unity, especially in families that are in two households.

Commented [MW10]: Short and sweet letter. NEVER more than one page or one subject. Sign the original and keep a copy of the signed original in your file.