

# School Meeting Letter Template



*Instructions:*

*If your child was assessed by a private clinic or hospital, use this template to request a meeting with the school. To edit, either copy and paste the text into an email, or select File → Make a Copy to create your own document.*

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Dear School Team,

My child recently completed an evaluation and we'd love to share what we learned with the school. What are the next steps to set up a meeting?

Before we meet, I'd like to share the report with the school. Who is the best person to share this with?

The evaluator recommended \_\_\_\_\_ [e.g., a 504 Plan, an IEP, counseling] for my child based on the findings. Is there a specific staff member we should invite to talk more about this recommendation?

[Add anything else you'd like to share here.]

I look forward to meeting and thank you for supporting my child!

Sincerely,

[Your name and contact information]