School Meeting Letter Template

Instructions:

If your child was assessed by a private clinic or hopsital, 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.

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]