

Sample Parent Letter/Contact Information

July 28, 2009

Dear Parents:

My name is Meagan Henson. I am serving as your child's inclusion teacher for the 2009-10 academic school year. I am very excited about working with your child this year. As an inclusion teacher I will support your child in some of his/her regular education classes to make sure all of their learning needs are met. The classes I will support your child in is determined by your son or daughter's Individual Educational Plan (IEP) Meeting.

In order for this to be beneficial to your child, I ask that you remind them that it is his/her responsibility to let me know if there are ever any questions or problems. I also ask that you not hesitate to email or call me if you have any concerns or questions as well. My contact information is listed below.

If you would, please fill out the bottom of this letter and have your child return it to me. I will keep you updated on your child's progress during their inclusion classes. With open communication between us, I am sure your child will have a successful year!

Thanks!

Meagan Henson

Mrs. Henson's Contact Information:

School: 850-762-3121 Home: 850-762-2997 Email: meagan.henson@firn.edu

PLEASE RETURN

Parent Name _____

Child Name _____

Home Phone _____ Cell/Work Phone _____

Email _____ Best time to call? _____

Comments _____
