

## **SAMPLE NOTE TO GENERAL EDUCATION TEACHER**

July 28, 2009

Dear Mr. Jones:

These are the students I have in your 1<sup>st</sup> period Math class:

1. Kolby
2. Kyler
3. Kayla
4. Victoria
5. Jacob
6. McKenzie
7. Trace
8. Nicole

- All of these students require additional time on assignments if needed.
- Jacob, Trace, and Kyler may require a note taker on occasions. I can help with this or they can get the notes from another student in class. They know when they need the extra help with the notes.
- Kayla has a few extra minutes to get to class due to her having surgery on her leg and arm during the summer. She may have an extra 2-3 minutes. I would not exceed this time. She has been on time so far, so it should not be a problem.
- Jacob is very quiet and conscious of his speech problem. I will ask him if he understands because he may not ask verbally in class due to his feelings of begin uncomfortable with talking out loud.

If you have any questions or concerns, please let me know. I look forward to working with you during this school year.

Thanks,

Meagan Henson  
Inclusion Teacher  
Grades 6-8