**Sample Letter to Express Appreciation and Document Problems**

July 9, 2020

Joe Smith, Special Education Teacher

Jack Black, ELA Teacher

Public School District

123 Avenue A

Everywhere, NY 00001

Reference: John Doe

 DOB: 01/01/01

 School: A Middle School

Dear Mr. Smith and Mr. Black:

I am writing to thank you for meeting with me on November 3 to discuss John’s progress and grades. As a parent, I sometimes find report cards and testing results difficult to understand.

Mr. Black, I appreciate you explaining John’s assessment results and helping me to understand how you measure progress. I was not aware that John was performing at a third-grade level despite and that his grades were increased for perfect attendance.

Mr. Smith advised me that John does not meet the requirements for a paraprofessional outside of the cafeteria. I appreciate the school’s attempts to keep John safe in the cafeteria and foster peer-to-peer relationships. However, I have serious concerns about this decision. John is accessing food outside of the cafeteria from other students, desk and other students and faculties belongings. Access to food increases John’s anxiety, resulting in his inability to appropriately access the curriculum, stay on task and complete assignments.

If you are interested in learning more about Prader-Willi syndrome, I have lots of information I would be willing to share with you. Thank you again for the meeting and your time.

Sincerely,

Jane Doe

