

**PLEASE SAVE THE DATE**

As you know, your child’s team meets at least once per year to review his/her IEP. Please save the following date for our IEP team meeting:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

August 13, 2015

Dear Parents/Guardians:

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am your son/daughter’s Intervention Specialist, Case Manager. I am excited about the opportunity and look forward to a productive year.

First off, I want to invite you to Curriculum Night which is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Further information about Curriculum Night will be sent home with the student.

Attached to this letter is a *Family Communication Survey*. This will help me establish ways I might be able to communicate with you, how much contact you would like with me and times you are available for meetings. You can either bring it to Open House or send it in with your son/daughter.

If you have any questions or concerns, please contact me by e-mail or phone. I also welcome appointments to meet in person. You can contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I look forward to working with you!

Sincerely,

**Family Communication Survey**

• What is the best way for me to communicate with you?

* Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Face to Face
* Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• For communication, are there any linguistic needs?

* Translation of written communication
* Interpretation of oral communication

• Would you like me to communicate with you about your son or daughter?

* Weekly
* Monthly
* Quarterly

• Does your family have a computer in the home?

* Yes
* No

• Does your family have Internet access?

* Yes
* No

• Any other comments?