

Date _____

Dear _____,

_____ is assigned to me for SPED services for the following subjects that are checked: Reading _____, Language Arts _____, Mathematics _____, Science _____, Social Studies _____. If the subject is checked, I will be responsible for grading the student in that subject. If not, the student will be receiving the grade from the general education teacher. Please notify me if the student is in danger of failing. Please be advised that accommodations may need to be tried before the student receives a failing grade.

The student has been identified as _____.

The schedule we agreed upon for the student is as follows:

If you have any conflicts or adjustments to the schedule, please let me know right away. I want to thank you for all your help this year already. Together we will make it another great year.

Thanks again for all you do for our students.

Sincerely,