

Sample Letter: Letter of Understanding

Your Name
Street Address
City, State Zip Code
(Daytime telephone number)

Today's Date

Name of Teacher or Administrator
Your School District
Full Address

Dear _____

I appreciated meeting with you on (date). It is my understanding of our phone conversation (or meeting) that: *(Be specific and # each statement. Example: You believe it is not possible for my child to change teachers because if she does, others will want to do the same thing.)*

1. That even though my child is eleven years old and struggles to read her sister's second grade books, her reading comprehension tests show she is on grade level.
2. That although other children laugh at her and isolate her socially, we cannot institute a mentorship or give her a designated school job because then everyone would want the same thing.
3. That it is appropriate for my child to spend three hours on homework each night because she needs to "learn responsibility."
4. That while my child has Attention Deficit Disorder, her real problem is that "she doesn't pay enough attention."

If this is not your understanding of our conversation, I would really appreciate it if you would clarify your position on these points. Please let me hear from you soon, say by Wednesday (DATE), if I have misunderstood you. Again, thank you for the phone call (or meeting) and we look forward to working with you on my children's behalf as members of the IEP team.

We can be reached at (phone number) and our address is _____.

Sincerely,
(Your Full Name)