

## Sample Letter: Working Out Concerns or Differences at the Local Level

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

Today's Date (include month, day, and year)

Full name of Person to whom you're writing (Local level begins with principal)

Title

Name of School

Street Address

City, State, Zip Code

Dear (Name of person, use title and last name),

In this paragraph explain who you are, give the full name of your child and his or her current class placement. VERY BRIEFLY, explain the reason that you are writing this letter.

In this paragraph explain what you would like to have happen or what concern or difference you are experiencing. You may BRIEFLY say what you would not like, but spend most of this paragraph saying what you need for your child.

Say what type of response you want. For instance, do you need to meet with anyone, do you want a return letter, or a phone call?

Finally, give your daytime telephone number and address and let them know you expect to hear from them soon (or give a date, "by the 00<sup>th</sup>").

Sincerely,

Your full name

cc: Special Education Director (local school district)  
Superintendent (local school district)