



Ali Grossman - IEP Coach

alisongrossman.com

CONVERSATION RECAP: FROM PARENT TO TEACHER

Below is an example of an email to send to a teacher/IEP team after meeting. This documents everything you heard from them and makes sure everyone is thinking about the same things that will support your child. It is totally okay to send these follow ups with the teacher/IEP team. Kids thrive when parents are being their loudest advocate and making sure that everyone around them is working cohesively to help them succeed in school and in life.

*Sincerely,
Ali Grossman
IEP Coach*

*Mom to 3 boys (2 are Autistic and have IEPs)
Previous Elementary teacher
Previous School Counselor*



@neuro_diversity_affirming_mama

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Dear [Teacher's Name],

Thank you for taking the time to discuss Lucas's classroom seating with me during pickup today. I wanted to follow up via email to document our conversation.

As we talked about, Lucas has been having difficulty staying focused and engaged when seated in the back rows of the classroom. Being farther from the board and instructional areas has made it challenging for him to stay attentive.

I appreciate your willingness to implement a seating accommodation for Lucas. Based on our discussion, Lucas will now have preferred seating in the front row(s) of the classroom during all instructional periods. This adjustment will help him stay closer to the point of instruction and ensure he can access assistance when needed.

You mentioned starting this accommodation tomorrow. Thank you for being flexible and proactive in making this change to better support Lucas's learning. Please let me know if you need any additional information or documentation regarding this arrangement.

I'm glad we could address this matter quickly and collaboratively. Open communication between home and school is so important, and I'm grateful for your partnership.

If any other concerns arise regarding Lucas, please don't hesitate to reach out. I'm glad we're working together to support his success.

Sincerely,
[Your Name]



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