Dear [Administrator's Name],

I am writing to formally express my concerns regarding the lack of implementation of my child Jayden’s IEP Executive Functioning Goal #6, as well as certain accommodations outlined in his IEP.

As stated in his IEP, Jayden should be using an organization system to record short-term homework assignments and chunk/plan long-term assignments. This goal is to be monitored through weekly planning system checks with a teacher or case manager, ensuring that assignments are accurately recorded at least 4 out of 5 times. However, based on my observations and Jayden’s academic records, this goal is not being consistently implemented.

Additionally, Jayden’s IEP includes a goal requiring him to use a folder or another identified system to complete and turn in assignments, with the expectation that he has no more than one missing or incomplete assignment per week by the end of the first quarter of his 7th-grade year. Unfortunately, this also does not appear to be happening, as Jayden continues to struggle with organization and assignment completion.

Furthermore, the accommodations listed on page 16 of Jayden’s IEP, under **Parental Support/Communication**, are not being consistently followed. These accommodations include:

* **Communicating upcoming tests and homework with parents weekly.**
* **Accepting homework Jayden completed with the support of parents scribing for him.**

These supports are essential for Jayden’s success, and the lack of implementation is creating additional challenges for him. I am deeply concerned about the impact this is having on his academic progress and overall development of executive functioning skills.

I would appreciate a meeting at your earliest convenience to discuss how the district will ensure these goals and accommodations are properly implemented moving forward. Please let me know a time that works for you.

Thank you for your time and attention to this matter. I look forward to your prompt response and working together to support Jayden’s success.

Sincerely,  
[Your Name]