

Beginning of School Year Sample Letter

Keep it short, simple & easy action steps for the teacher to make the first few weeks. Make this communication about behavioral strategies & triggers. These are the NEED to KNOW items to make the first few weeks successful.

Dear Teacher,

Thank you for the tireless hours you put into making your classroom a safe place for ALL children. I'm excited for this upcoming school year & can't wait to see how _____ grows & learns in your classroom.

_____ is a great kid who loves _____, _____, & _____. We spent the summer (give them something to connect with your child over). She even learned _____.

I wanted to share a few things with you as we start the school year to make it the most successful for you & _____.

If applicable: You should be receiving her IEP or 504 plan with more specifics but these are the things I think are most important for the first weeks of school.

_____ has a difficult time when it comes to _____. You can recognize it when she does _____ (*It looks like this: _____.*) Last year, her teacher _____ when it was time to _____. It was a great strategy that helped her _____.

(Share a challenge, what it looks like - so the teacher can recognize, & what works to re-engage your child.)

For example: Sally has a difficult time when it's time to transition from an activity that she loves. At home, she will get upset, stomp her feet & yell. (If you know this info) Last year at school, the teacher said she was verbally defiant. We found that by giving her a visual cue of holding up fingers to show her how many minutes until she had to switch activities. The teacher also told her when she could expect to the activity she was leaving again.

Another example: Sally seems to struggle around 1pm in the afternoon. For the past few years, she asks to go to the nurse around the same time. I've learned that is her cue that she needs some sensory input and/or movement. Having her take a quick break to get a drink, take a note to the office or help with some heavy work in the classroom (like moving a stack of books for you) have been effective strategies in giving her the sensory input she needs.

I plan on touching base regularly to see how _____ is adjusting. I hope we can work together as a team so that _____ has the most success. Please feel free to reach out with any concerns or questions. The best way to reach me is _____.

Looking forward to a great school year!