

**Sample Letter Requesting Meeting with Teacher – Provides Educational History**

Jane Smith  
500 Oak Lane  
Centerville, IL 60010  
(899) 555-1234

October 15, 2002

Robert Underwood, Teacher  
Grove Middle School  
1000 Central Avenue  
Middleburg, IL 60010

Reference: Michael K. Smith  
DOB: 01/02/90  
School: Grove Middle School

Dear Mr. Underwood:

I am very concerned about Michael's school problems. I would like to meet with you and get your ideas about his problems and how we can help him.

School has been always been difficult for Michael. He repeated first grade. At that time, I asked for special help for Michael. This was denied. In fourth grade, (the 2000-2001 school year) I again asked that he receive special help. The special education staff found him eligible and provided special education services, but felt that he was not far enough behind in reading to receive reading remediation. I told them that he could not read.

In September, 2001, I arranged for Michael to receive private tutoring at our expense. He received tutoring that Christmas when the tutor moved away. Michael was showing improvement, but he needs more help. In the first and second grades, he was happy and energetic. Now he seems sad, depressed, and tells us that children make fun of him because he cannot read. He does not want to go to school.

I understand that you meet with parents on Mondays, Tuesdays, and Thursdays, from 3:15 p.m. to 4:30 p.m. I would like to schedule a meeting with you on Tuesday, October 22 at 3:30 p.m.

Please call to confirm this date or suggest an alternative date and time. You can call me at work (555-9876) or home (555-1234) after 6:00 p.m. If I am not available, please leave a message on my answering machine. My job requires me to attend meetings every Monday until 5:00 p.m.

I appreciate your taking time to meet with me. I look forward to your advice about how we can help Michael learn how to read.

Sincerely,

Jane Smith