

**Sample Letter Following Up to IEP Meeting and  
Documenting Unresolved Problems**

Jane Smith  
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Centerville, IL 60010  
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April 9, 2003

Nathan Weiss, Director of Special Education  
School District #10  
1001 Main Street  
Middleburg, IL 60010

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

Dear Dr. Weiss:

On April 3, I met with you and your staff to develop an appropriate educational program for my son. Michael has received special education services for two years. Before the meeting, I provided you with a comprehensive psycho-educational evaluation of Michael by Dr. John Black, an expert in special education. According to this evaluation, after two years of special education, Michael made no progress learning to read. His self-concept has been damaged.

On April 3, Dr. Black traveled to School District #10 so he could discuss his findings and recommendations with you, your staff, and the IEP Team. At this meeting, he advised you that Michael needs a language arts program that is based on a multi-sensory, sequential approach to reading instruction. Michael learns differently from many children. Michael has dyslexia that was not identified until Dr. Dr. Black evaluated him. Dr. Black explained that it is not too late to teach Michael to read, but that he requires intensive services and specialized remediation. You indicated that your staff would research multi-sensory approaches. I asked the district to provide remediation. You said Michael could attend summer school but advised that the district does not provide reading remediation in summer school.

I am losing confidence in the district's ability to teach Michael how to read and write. The district has not provided any remediation. The gap between Michael's ability and achievement is growing. His self-esteem has dropped.

We must find a way to teach Michael to read and write.

I appreciate your taking the time to attend the April 3 meeting. If you can help, please let me know. We are running out of time. You may call me at work (555-9876) or at home (555-1234) after 6:00 p.m.

Sincerely,

Jane Smith

cc: Dr. Black