Start the Conversation

Six email templates for collaborating, raising concerns, and requesting concrete support

Replace bracketed text with specific details. Share only relevant information. Keep observed facts separate from your child's report or your interpretation. Add the appropriate school team member when needed.

1. Open a partnership

> **Subject: Supporting [Child's Name] in the Classroom**

Hi [Teacher's Name],

Thank you for the work you're doing with [Child's Name]. I'd like to connect about a few learning and support needs as we get started this year.

[Child's Name] has [relevant diagnosis or identified need]. We've noticed difficulty with [specific task or situation], and [specific support] has helped. Their strengths include [one or two strengths or interests].

I'd appreciate hearing what you're noticing in class and discussing which supports might be useful. Would [a brief call / a meeting / an email exchange] work for you? I can share [a short summary / relevant evaluation recommendations] beforehand.

Thank you,
[Your Name]

2. Share a quick support overview

> **Subject: [Child's Name]'s Learning and Support Needs**

Hi [Teacher's Name],

Here's a brief overview of what helps [Child's Name] participate and learn:

- **Strengths:** [interests, abilities, or ways they engage well].
- **Common challenge:** [observable difficulty and when it occurs].
- **Helpful supports:** [two or three specific strategies].

[If applicable: Their IEP/504 plan includes [relevant provision].] Please let me know what you're seeing, which supports are helping, and whether we should involve other team members. I'd like us to agree on a brief check-in around [date].

Thanks for working with us,
[Your Name]

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Raise a Concern Clearly

3. Address a recurring support problem

> **Subject: Request to Review Classroom Support for [Child’s Name]**

Hi [Teacher’s Name],

I’m concerned about [specific pattern] during [task or situation]. On [dates or examples], [describe what was observed or reported]. This is affecting [work completion, participation, attendance, or another specific area].

At home, we notice [relevant pattern]. I’d like to understand what you’re seeing at school and whether [task demands, directions, transitions, or another concern] may be contributing.

Could we meet to review the current supports and agree on next steps? [If applicable: I’d also like to clarify how [specific IEP/504 provision] is being implemented.] Please let me know a time to meet and whether [case manager / 504 coordinator / other relevant staff member] should join.

Thank you,
[Your Name]

4. Ask about a specific incident

> **Subject: Follow-Up on [Date/Incident] Involving [Child’s Name]**

Hi [Teacher’s Name],

I’m writing about [brief description of the incident] on [date]. [Child’s Name] reported that [their account, without presenting it as an independently confirmed fact] and described feeling [their words or a brief description].

I’m concerned about the impact and would like to understand what happened before, during, and afterward, including how adults responded.

Please share your account and let me know a time to discuss how we can address the concern and prevent a repeat. I’d like us to leave the conversation with clear next steps and a follow-up date. [If needed: I’m including [appropriate school staff member] so we can coordinate the response.]

Thank you,
[Your Name]

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Review Progress and Connection

5. Request an academic progress review

> **Subject: Reviewing [Child's Name]'s Progress in [Area]**

Hi [Teacher's Name],

I'm concerned about [Child's Name]'s progress in [reading, writing, math, or another area]. We're noticing [specific examples, work samples, or a change over time].

Could we review the current instruction and supports, the progress data available, and whether adjustments or further evaluation should be considered? [If applicable: I'd also like to review progress toward [relevant IEP goal].]

Please let me know a time to meet with the appropriate team members. My goal is to agree on what will happen next, who will be responsible, and when we'll check whether it is helping.

Thank you for your time,
[Your Name]

6. Check on friendships and belonging

> **Subject: Checking In on [Child's Name]'s Social Experience**

Hi [Teacher's Name],

At home, [Child's Name] has shared [specific comments or concerns] about [lunch, recess, group work, or another setting]. We've also noticed [relevant change, if any].

What are you or other staff noticing in those settings? I'd like to understand whether this involves difficulty joining activities, peer conflict, exclusion, or something else.

Could we discuss appropriate supports and a check-in plan with [relevant staff member]? Please let me know what information would help and when we can follow up. [If bullying is suspected: I'm concerned about possible bullying and request prompt review under the school's procedures.]

Warmly,
[Your Name]

Optional closing for any template: "Please let me know the next step and when I can expect a response." For a time-sensitive concern, request a specific response date based on the situation.

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