

# Communicating with Your Child's School Through Letter Writing!

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## Introduction to the Art of Writing Letters

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### Introduction

Throughout your child's school years, there is always a need to communicate with the school's teachers, administrators, and others concerned with your child's education.

There are also times when the school needs to communicate with you. This is particularly true when your child has a disability and is receiving special education services.

Some of this communication is informal, such as phone calls, comments in your child's notebook, a chat when picking your child up from school or at a school function.

Other forms of communication are more formal and need to be written down.

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Letters provide both you and the school with a record of ideas, concerns, and suggestions. Putting your thoughts on paper gives you the opportunity to take as long as you need to:

- ✦ state your concerns,
- ✦ think over what you've written,
- ✦ make changes, and have someone else read over the letter and make suggestions.

Letters also give people the opportunity to go over what's been suggested or discussed. A lot of confusion and misunderstanding can be avoided by writing down thoughts and ideas.

However, writing letters is a skill. Each letter you write will differ according to the situation, the person to whom you are writing, and the issues you are discussing. This *Parent's Guide* will help you in writing to the professionals involved in your child's special education.

**Note** | The term "parent" is used throughout this *Parent's Guide* to include natural or adoptive parents, foster parents, surrogate parents, legal guardians, or any primary caregiver who is acting in the role of a parent.

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