



Hello Parents/Guardians!

Greetings from your child's provider

Date: _____

Dear Sir/Ma'am:

I wanted to take this opportunity to introduce myself and share a bit about my role. My name is _____ and I will be the school-based _____ of your child, _____, this school year.

As a school-based provider, I will be working to help your child achieve _____ IEP goals. The focus of my interventions is to enable your child to access _____ education and participate in various school activities with _____ classmates. As such, I will be providing my services in various school environments where your child needs my support.

I look forward to communicating with you and meeting with you in the future to share with you your child's progress in _____ performance and participation in school.

If you have any questions, feel free to contact me at _____.

Warm regards,

