

Sample Letter Requesting Action and Documenting a Problem

Mary Parent
500 Oak Street
Centerville, IN 60010
(899) 555-1234

November 15, 2002

John Belcher
Stonewall Elementary School
1000 Central Avenue
Centerville, IN 60010

Reference: Jennifer Parent
DOB: 01/01/90
School: Stonewall Elementary School

Dear Mr. Belcher:

I am writing to ask you to reconsider your decision to suspend Jennifer from school for three days. I do not believe that talking to a classmate during a quiz is an offense that warrants such serious disciplinary action.

As you know, Jennifer has autism. Four years ago, she was unable to communicate with other children. Her social skills deficits were severe. Jennifer has made remarkable progress in these areas. Despite this, her behavior is not always appropriate. The transition from elementary school to middle school has been difficult for her. Suspending Jennifer from school does not teach her how to behave more appropriately.

I am also concerned that this is the third time Jennifer has been suspended for behavior problems this year.

I am requesting a meeting with you to discuss your decision to suspend Jennifer and her needs as a child with autism. Please call me at work (555-9876) or at home (555-1234) after 6:00 p.m. to schedule a meeting. I look forward to your call.

Sincerely,

Mary Parent