SAMPLE LETTER #5
Letter memorializing discussion

(Insert name)
Home Address
and telephone number

(Insert Date)

(Insert Name of CSE Chairperson
Insert Address of School)

(Re: Insert Child's name
Date of Birth)

Dear (insert name of Chairperson),

Thank your for the opportunity to meet with you on *(insert date)* and discuss *(briefly insert the issue discussed).* I appreciated your point of view and the manner in which we solved the problem.

I would like to confirm our agreement that *(briefly insert the agreement*). I look forward to continuing to work with you concerning *(insert name of student's)* individualized education program in the future.

Sincerely,

(Insert name of parent)