Sample Letter for Program IEP Access

Sample Letter for Family Members

[Month, Day and Year]

[SCHOOL ADMINISTRATOR NAME, TITLE]
[SCHOOL NAME]
[SCHOOL STREET ADDRESS]
[CITY, STATE ZIP CODE]
[EMAIL]
[TELEPHONE]

Dear [SCHOOL ADMINISTRATOR],

I am the parent/guardian of [STUDENT FULL NAME], who is currently enrolled at [SCHOOL NAME] in the [GRADE LEVEL] grade. I am granting my permission for [AFTERSCHOOL STAFF MEMBER FULL NAME] to review [STUDENT FIRST NAME]'s Individual Education Program. [STUDENT FIRST NAME] will be attending the [AFTERSCHOOL PROGRAM] and I would like the program to provide appropriate modifications and accommodations.

Please contact me with any questions at [PARENT/GUARDIAN PHONE NUMBER].

Sincerely,

[PARENT/GUARDIAN FULL NAME]

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