TEACHER MODIFICATION NOTICE

Date: _____

Dear _____,

This letter concerns the educational program modifications for the following student:

Student's name _____ Grade _____

The student has been evaluated and found to have one or more exceptionalities that require program modifications. In order for him/her to successfully participate in your classroom activities, the IEP team has identified the following essential accommodations (instructional, behavioral, testing, and/or other as indicated):

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Your participation in this child's individualized education program is vital. If you have questions or need help with any aspect of carrying out your responsibilities—clarification, materials, additional training, or other type of assistance— please let me know. I have enclosed a form for your requests.

If, at any time, you think these accommodations are not being effective or are not working in the best interest of the student, or, if the student begins falling behind expectations or you have other concerns, please share this information with me. Only through communication can we, together, develop strategies for this student's success. I appreciate your cooperation in helping us help this student benefit from his/her education to the fullest extent possible.

Sincerely,

_____

Case Manager or IEP Team Coordinator

You are an important key in opening the doors of opportunity for this student. Please sign and return this portion (and the request for help form, if needed) to let me know that you have received this information and the option of requesting help in order to implement the needed accommodations.

Signed: _____ Date: _____