

SAMPLE Kindergarten letter requesting 1:1 aide

<date>

<parent contact info>

Director's Name  
School District  
Address

Re: <Student's Name>, <DOB>

Dear <Director of Special Education>,

We are looking forward to meeting with the district on <date> for <Student's Name> Individual Education Plan meeting. <Student's Name> has clearly diagnosed medical conditions that affect his ability to safely and productively interact in a classroom.

We ask that at least two hours be allotted at the IEP meeting to discuss the following:

- We are requesting a designated support person for <Student's Name> because of safety, academic & social issues (outlined in the following document, which we would like to be added as an addendum to the IEP).
- We are requesting behavioral and physical therapy assessments.
- We would like to establish goals and objectives for <Student's Name>.
- We want to discuss his current needs and services for this year.
- We would like to discuss specific kindergarten placements at the time of the IEP meeting.

Attached are several documents outlining his support needs:

- A one-page overview of where & when <Student's Name> needs support throughout the school day
- Parent assessment of <Student's Name>'s needs for Kindergarten and our proposal for services
- Progress notes from his physical & occupational therapists (or any other relevant outside provider)
- A letter from <Student's Name>'s physician addressing why a school within walking distance from our house is most appropriate and meets <Student's Name>'s individual needs
- A letter from physical therapist (or other specialist) discussing his orthopedic needs and the need for 1:1 support
- <Student's Name>'s Regional Center Individual Program Plan outlining his basic needs and required supports
- Letters and information regarding <Student's Name>'s Auditory Processing Disorder

<Name> will also be attending the IEP (anyone you want to invite).

We plan to record the IEP meeting.

Sincerely,  
Parent's name(s)