**Date**

**(Name)**  
**(Title)**  
**(School District)**  
**(Address)**  
**(City, State Zip Code)**

Dear **(Name)**,

On **(Date of meeting)** a meeting was held to discuss my child, **(Child’s Name).** It is my understanding that the following decisions were made:

* **In bulleted form type in decisions made**
* **Commitments with dates**
* **Follow up plans**
* **Disagreements with any decisions made**
* **Any other specific issues resolved or unresolved**
* **restate any dates that were committed to and list any issues that were either resolved or unresolved**

Thank you for your time. If I do not hear back from you, I will assume that my understanding is accurate. If your understanding differs from mine, please contact me using the information provided below.

Sincerely,

***Signature***

**Parent Name**

**Address**

**City, State, Zip Code**

**Phone Number**

**E-Mail address**