

## CONFIRMING CONVERSATION WITH SCHOOL OFFICIAL

(Be sure to keep a copy for your records)

(Date)

(Name of person with whom you spoke)

(Title)

(Address)

Re: (Child's name)

(School)

(Date of birth)

Dear (Name):

This is to confirm my conversation with you on (date) concerning (subject discussed). I understand from you that (describe agreements reached in conversation).

I look forward to seeing you at the Individualized Education Plan (IEP) meeting.

Sincerely,

(Parent's name and address)

### Example:

1. This is to confirm my conversation with you on March 19, 1992 concerning the continuing need for school bus transportation for my son who is hearing impaired. I understand from you that David will continue to receive transportation to and from school until the March 21, 1992 IEP meeting. At the meeting the need for continuing transportation will be discussed.