

[Your School's Letterhead]

[Date]

[Parent/Guardian's Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

I hope this letter finds you well. I am writing to provide you with an update on [Student's Name]'s progress in our special education program for the [specific time period, e.g., first quarter, semester].

****Strengths and Achievements**:**

[Briefly outline specific strengths and achievements of the student.

Highlight areas where they have excelled or made notable progress.]

****Areas for Improvement**:**

[Discuss areas where the student may be facing challenges and what steps are being taken to address these issues.]

****Goals**:**

[Outline the current IEP goals and how the student is progressing towards achieving them. Include any adjustments that may be needed.]

****Next Steps**:**

[Explain the next steps in their educational plan, including upcoming goals, strategies, or support measures.]

Your support is crucial in [Student's Name]'s progress. Please feel free to reach out if you have any questions, concerns, or if you would like to discuss [Student's Name]'s progress in more detail.

Thank you for your continued collaboration and support.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]