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**MEMORANDUM**

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**TO:** (List members of child's educational team here)

**FROM:** Parent's name

**SUBJECT:** Child's name

**DATE:**

Attached for your review is some information that I have prepared in the hopes that it will help you each know and understand \_\_\_\_\_ as he begins his education at Maize South Elementary School. I know this is a lot of information and I hope it's not too overwhelming. I am of the belief that we are in a partnership together with regards to \_\_\_\_\_'s education. I also feel that knowledge about \_\_\_\_\_'s illnesses is important to best help him.

I am available at any time to any one of you if you should have any questions or need some ideas on how to best help \_\_\_\_\_.

During kindergarten and first grade \_\_\_\_\_ (description of behavior at school). There were many mornings that he would \_\_\_\_\_ (description of behavior at home). I feared that would transfer over to school. I would always notify \_\_\_\_\_'s teachers (regular ed. and IR), either by e-mail or a phone call to one of them.

Something that is a good calming mechanism for \_\_\_\_\_ is allowing him to draw. He draws a lot of houses, bowling alleys, neighborhoods and airplanes.

Right after the end of school in May \_\_\_\_\_.  
(description of medical situation and changes in medications that could effect new school year.O

\_\_\_\_\_ is a very sweet and loving child. He desires to learn. I am looking forward to our partnership in \_\_\_\_\_'s education this year. \_\_\_\_\_ is very excited to be starting at \_\_\_\_\_!  
(name of school)

Please feel free to contact me (home number; cell number; e-mail address) if you have any questions or if you would like to set a time to meet and discuss \_\_\_\_\_'s needs and illnesses in depth further.