

STAPLES HIGH SCHOOL  
SPECIAL EDUCATION DEPARTMENT  
SCHOOL 2011-2012

To:

From:

Date:

I am the case manager for \_\_\_\_\_. As case manager I am responsible for overseeing the Individual Educational Plan (IEP) for this student. I will be contacting you periodically for information on this student that will assist me in not only monitoring his/her progress, but also in planning an appropriate program for him/her.

As the classroom teacher it is important for you to understand this student's learning style. I have attached a form called *IEP at a Glance* that highlights the key features regarding this student. In addition, you will find the modifications page from the IEP attached. I will be happy to work with you to implement these modifications within your classroom.

If you need additional information regarding this student t, please do not hesitate to call me at Ext. \_\_\_\_\_.

I look forward to working with you this year.

Thank you.

# IEP at a Glance

Student:

Grade:

Study Skills Period/Teacher:

Program Manager:

Extension:

Office:

Guidance Counselor:

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Disability Information:

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Learning Style/ Strengths:

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Present Level of Performance Classroom/Behavior:

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Modifications: (See attached)

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