

Dear Parents and Caregivers

Welcome to the 2022 - 2023 school year. I would like to take this time to introduce myself. My name is Mike Sung and I am the IEP case manager for your child.

As your child's case manager, I will be:

- Facilitating your child's IEP meetings
- Main Contact for you, teachers, administrators, or any other staff member who has concerns with any issues related to your child and his/her IEP.
- Coordinating and providing information to all staff who are involved in the implementation of your child's IEP
- Monitoring the implementation of the IEP
- Coordinating the dissemination of the IEP Progress Reports to general education teachers and you, the parents.

Should you have any questions, problems or concerns regarding the implementation of the IEP please contact me. I will gladly assist you in addressing your concerns. I will be contacting you later in the school year to remind you about the activities checked below. I look forward to working with you this school year.

Activity	Proposed Date
Annual review	
Reevaluation/Triennial Review	
Other	

I can be reached by e-mail at msung@newarkunified.org or by telephone at 510-377-6160. I look forward to a wonderful school year working alongside of you to help our young men and women become the best that they can be!

Sincerely,

Mike Sung
TALL program teacher
MacGregor- Bridgepoint