Sample Teacher Letter and Report

(That You Can Use To Help Your Child’s Teacher Better Understand Your Child with Aspergers)

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How to Use This Report and Letter for Your Child’s Teacher

In this document are a letter and report for you to complete and hand in to your teacher to help them to better understand your child with Aspergers.

At the back of the document are examples of how to fill in the letter and document that you can follow as you go along.

I’ve broken down the best way to use this document in four easy steps below:

Step 1
Print off page 4 of this document (which is a letter about your child) and fill in the blanks.

Step 2
Print off pages 5 and 6 of this document (which is a report about your child) and fill in the blanks.

Step 3
Print off a copy of “A Teacher’s Quick Guide To Aspergers” (which is the accompanying report on Aspergers for your child’s teacher) and give this, along with the above completed letter and report, to your child’s teacher.

**NB – You can print off and complete the letter and report as stated above, in your own handwriting. Or you can use the Microsoft Word version of the letter and report, and fill them in using your computer keyboard, before printing off. It’s up to you, and how good your handwriting is!**

Step 4
After giving them to the teacher; make attempt on several occasions in the following week to engage the teacher on if they have read the information, or have any questions.

Try to make this as conversational and non-threatening as possible with the teacher as you have to walk the tightrope between “helpful parent advocate” and “pushy parent” (who the teacher will then dislike and be less responsive too).

You can also consider giving the materials to class room assistants, year heads and head teacher as appropriate in your child’s school.

Good luck,

Dave Angel
This Is __________________________

Dear __________________________

As you know __________________________ has been diagnosed with Aspergers Syndrome.

__________________________ is a really great kid (but I suppose all parents must say that!) with some wonderful qualities such as:

_________________________________________________________________________________

__________________________ also experiences some challenges too, because of the diagnosis of Aspergers Syndrome (and I hope that the short booklet I have just given you "A Teachers Quick Guide To Aspergers" will help to inform you on some of the key issues).

Because we really want __________________________ to enjoy and do well at school; we want to do all we can to help you the teacher.

So please feel free to contact us at any time as we are always willing to discuss and meet up about any issues relating to __________________________

I have attached a short report on some of the important things that you need to know about __________________________

Thanks for reading,

____________________________________________

P.S. You can contact us by:

Mail ____________________________________________

Telephone ______________________________________

Email ________________________________________

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All About __________________________

1. __________________________ has the following positive qualities:

2. __________________________ has a special interest in:

3. __________________________ has these challenges when it comes to social interaction and making friends:

And the things we have found to help in this area are:

4. __________________________ has these challenges when it comes to academic work:

And the things we have found to help in this area are:
5. ____________________________ has these challenges when it comes to sensory issues:

And the things we have found to help in this area are:

6. ____________________________ has these challenges when it comes to emotions:

And the things we have found to help in this area are:

7. ____________________________ has these challenges when it comes to behaviors:

And the things we have found to help in this area are:

Thanks for reading and please contact us at any time if you wish to ask us any questions at all.

__________________________
Example Letter For The Class Teacher (words in red are for illustration purposes only; keep your letter all black font for your child’s teacher).

This Is Craig Davis

Dear Mr. Smith,

As you know Craig has been diagnosed with Aspergers Syndrome.

Craig is a really great kid (but I suppose all parents say that!) and has some wonderful qualities such as:

He is caring towards others, great at Sudoku, and he loves to learn new things.

Craig also experiences some challenges too, because of the diagnosis of Aspergers Syndrome (and I hope that the short booklet I have just given you “A Teachers Quick Guide To Aspergers” will help to inform you on some of the key issues).

Because we really want Craig to enjoy and do well at school; we want to do all we can to help you the teacher.

So please feel free to contact us at any time as we are always willing to discuss and meet up about any issues relating to Craig.

I have attached a short report on some of the important things that you need to know about Craig.

Thanks for reading,

Mrs. And Mrs. Davis

P.S. You can contact us by:

Mail 42 Long Road, Big Town, USA.
Telephone 445-566-9867
Email mrandmrssdavis4341y@aol.com
Example Report For The Class Teacher (words in red are for illustration purposes only; keep your report all black font for your child’s teacher).

All About Craig Davis:

1. Craig has the following positive qualities:

He is really kind and generous towards others. In particular he loves his Great Dane puppy called Bob. He regularly beats all of us in Sudoku challenges at home, but is pretty humble about it. Craig has always liked discovering new and interesting things, particularly in the field of science and nature.

2. Craig has a special interest in:

Reptiles – Craig lives to visit reptile houses, pet shops and zoos. He can talk for hours on reptiles (and will do given chance!) and his favorite is the gecko.

3. Craig has these challenges when it comes to social interaction and making friends:

Craig has one good friend near home, but apart from that no one. He finds it hard to know when to enter a conversation, and also he cannot tell when someone has become bored of his “reptile tales”!

And the things we have found to help in this area are:

To be open and honest but kind when people have had enough of Craig’s “reptile tales”. Often telling him that he has 2 minutes left to talk about reptiles, then he needs to stop, works well.

4. Craig has these challenges when it comes to academic work:

Craig has always “sounded like” he knows more than he actually does – he can pick up complicated words quickly and use them in a way that makes people think he really understands (when he hasn’t). His handwriting is poor but slowly improving.

And the things we have found to help in this area are:

Re-visitng things during and after learning to ensure that Craig has really understood what has been talked about. His teacher also had great success by breaking work down into 3 or 4 “bite sized” chunks for Craig.

5. Craig has these challenges when it comes to sensory issues:

Craig finds strobe/strip lighting very difficult to cope with – he will often get violent headaches and very upset in such lighting. He also has a problem with lining up at recess if it’s very busy and lots of children.

And the things we have found to help in this area are:

Craig’s previous school ensured softer lighting in Craig’s classroom. Also he was allowed to line up last and go into the classroom right at the very end – to stop him getting upset by being in a crowded line.
6. **Craig** has these challenges when it comes to emotions:

Craig experiences a great deal of anxiety on a daily basis. He worries about lots of things like the school day, what other kids may say to him etc.

And the things we have found to help in this area are:

We use a visual timetable at home and always try to talk him through, and help him visualize, his day ahead at school.

7. **Craig** has these challenges when it comes to behaviors:

Craig is generally very mild-mannered. However last year he got into a fight after a child kept teasing him and getting very close to him physically. Craig got very angry and kicked the other child before the teacher could intervene.

And the things we have found to help in this area are:

Prevention is the best cure with Craig – so we are constantly aware of environmental triggers or sensory stressors that may upset him. If he does get into a state of anger/rage – he really needs to be able to go to a quiet, safe place to help him calm down.