Date

Dear parent(s)/guardian(s),

I am a student in the special education teacher preparation program at the University of North Carolina at Charlotte. This semester I will complete my full time student teaching internship. It is my final preparation before becoming a licensed teacher. Since one of the most important duties of a special education teacher is to facilitate the development of a student’s IEP, it is important for me to gain that experience.

I am requesting your permission to assist in planning and designing your child’s IEP with the IEP team and (name cooperating teacher). My role in this process would entail all or some of the following:

- Conducting formal observations
- Conducting informal assessments
- Communicating with you and with other adults who work with your child
- Reviewing prior evaluation results and other relevant information from your child’s student and medical records
- Participating in IEP planning discussions
- Assisting in writing your child’s IEP
- Participate in the IEP meeting

By signing this letter, you are granting me permission to assist the IEP team and (name cooperating teacher) in planning and designing your child’s IEP as described above.

Respectfully,

(Student teacher signature)

(Cooperating teacher signature)

_Student teacher name_ has my permission to assist in planning and designing (_student’s name_) IEP in accordance with the activities listed above.

Parent or Legal Guardian
Signature: ___________________________________________ Date: ___________________________
Printed Name: ____________________________________________