Date

Teacher at least 18 years old,

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 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 you
- Reviewing prior evaluation results and other relevant information from your student and medical records
- Participating in IEP planning discussions
- Assisting in writing your IEP
- Participating in your 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 IEP as described above.

Respectfully,

(Student teacher signature)

(Cooperating teacher signature)

Student teacher name has my permission to assist in planning and designing my IEP in accordance with the activities listed above.

Signature: _______________________________ Date: ____________________________
Printed Name: __________________________________________________________