

Agency Letterhead

Dear (parent's name),

I am writing to confirm our conversation on (date). We discussed whether your child, (student's name), needs compensatory services due to _____.
We agreed that we would not conduct an individualized education program (IEP) team meeting and no compensatory services are necessary.

If this does not accurately reflect your understanding of our conversation, please contact me at (phone number) by (date).

Sincerely,

Director of Special Education