EMAIL TEMPLATE REQUESTING FOR INPUT

Hello. I hope this email finds you well. Our shared student, , has an upcoming IEP meeting and I would like to request for your input so that I may share it with the team. I have attached a Google Form that you could choose to fill out or if you would prefer to send me an email, that would work as well! Below are the areas that we intend to cover at the meeting. • How much of the material does the student comprehend? • What are the student's strengths and weaknesses? • How is the student's performance with homework? With classwork? With projects? With tests? • What type of assessment do you assign in class? Would you say that this type of assessment is effective for the student? • Are there alternative assessments available? • Are there any recurring behaviors that concern you or other students in the class? • Do you have any additional comments or concerns? I am looking forward to hearing from you. Kindly let me know if you have any questions or if you would like to have staffing prior to the IEP meeting. Thank you for your time!



How to Use a Template In Your Next Email

Settings General Labels Inbox Advanced Offline The Language:	On the top left corner, click ADVANCED.
General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POPIIMAP Add-ons Chat and Meet Advanced Offline Themes Auto-advance Show the next conversation instead of your inbox after you delete, archive or mute a conversation. O Enable You can select whether to advance to the next or previous conversation in the "General" Settings Image: Disable Templates Turn frequent messages into templates to save time. Templates can be created and inserted Image: Disable Turn frequent messages into templates to save time. Templates can be created and inserted Image: Disable using templates and filters together. Disable	On TEMPLATE, click the enable option.
+ • • • • • • • • • • • • • • • • • • •	Then open your email. Copy and paste the template above. Click the 3-dot-menu on the bottom right of your email.

Net Message Repares Surger Million State St	2 effortive for the student?	Save your template and give it a title. I called mine "Requesting Teacher Input". It is ready to be used now.
New Message To Subject Think you More System Stagkstein MERA Cougle Cardiol Land I Elaboration The System Stagkstein MERA Cougle Cardiol Land I Elaboration The System Stagkstein MERA Stage Stagkstein to 51010 between through the formation and the system Stagkstein Meradication and the system Stagkstein Meradication and the system Stagkstein and the merine Application and the merine A	Co Boo Default to full screen Templates Label , Request read receipt Plain text mode Print Check spelling Smart Compose feedback	Next time you need to send an email, do the following: Compose your email Click the 3-dot menu Hover over TEMPLATE Choose the template for requesting teacher input Attach the Google Form Let your teacher decide on how they want to reply!