

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?

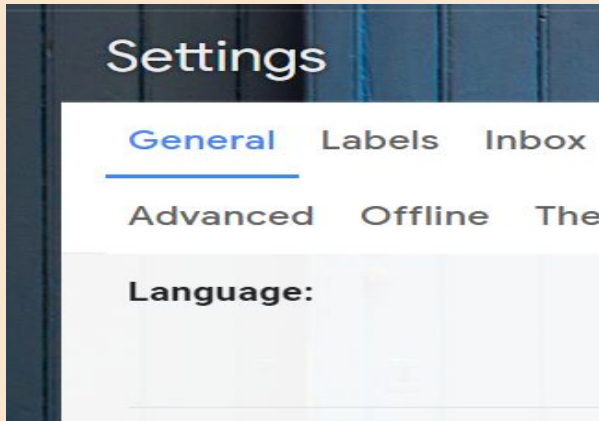
I am looking forward to hearing from you. Kindly let me know if you have any questions or if you would like to have staffing prior to the IEP meeting.

Thank you for your time!

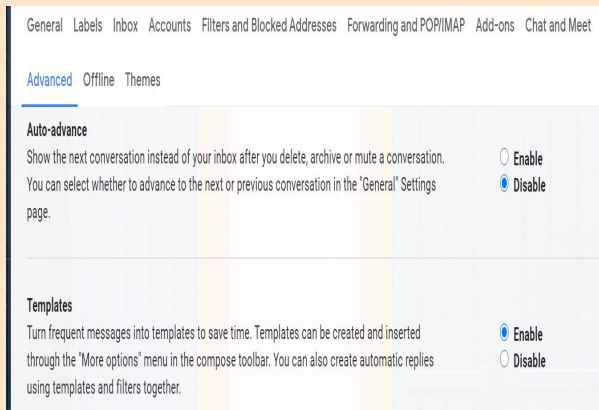
How to Use a Template In Your Next Email



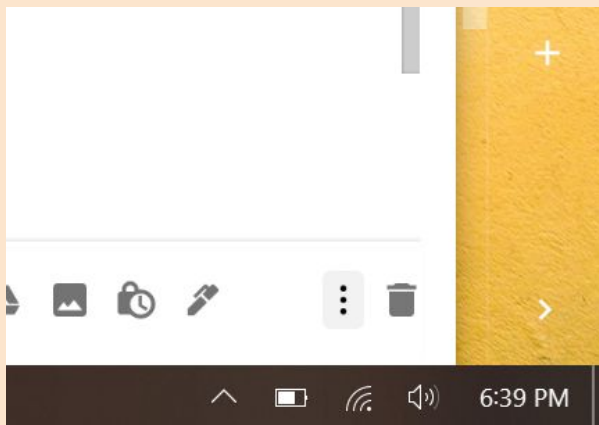
Open your email.
On the top right hand corner, click the
SETTINGS gear on your email.



On the top left corner, click **ADVANCED**.

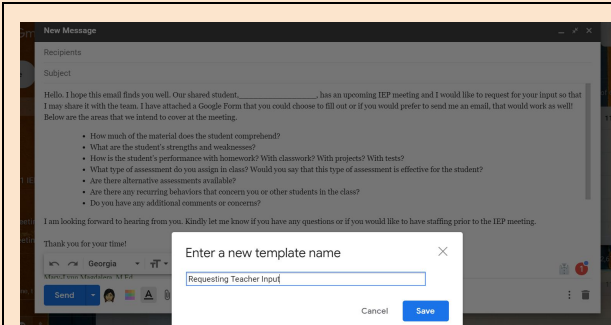


On **TEMPLATE**, click the enable option.

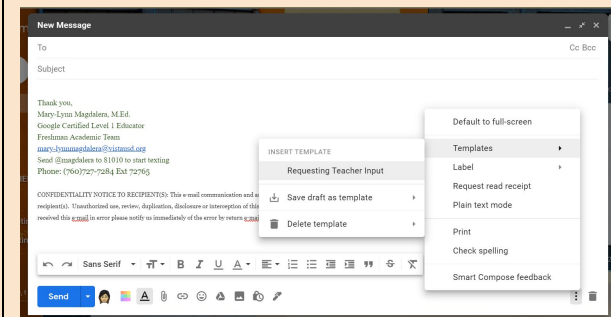


Then open your email. Copy and paste the template above.

Click the 3-dot-menu on the bottom right of your email.



Save your template and give it a title. I called mine “Requesting Teacher Input”. It is ready to be used now.



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!