



Date:

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

Dear (school administrator),

My name is (your name) and my child, (child's name), is in the in (__) grade in (name of teacher)'s class at (name of school). I am writing to request support for my child who has experienced a traumatic event/ complex trauma which is impacting their behavior and learning in school. I would like to request a Student Support Team (SST)/IEP meeting be held in order to develop a plan. Some suggested accommodations include:

Use a calm, quiet voice to redirect my child in class.

Provide time for my child to cool down when they are triggered before holding a discussion.

Identify a safe, quiet space in the school or classroom that my child can request to go to if they feel triggered in order to calm down.

Provide choices in the classroom which give socially appropriate levels of control over their environment. (Children with trauma often seek control as a healing mechanism.)

Repeat directions or give additional time to think to increase comprehension and retention of information.

If there is a behavioral event related to unregulated emotions consider alternatives to punitive punishments/suspension such as Restorative Justice, Mindfulness, or Collaborative Problem Solving.

Focus on positive behavior and academic accomplishments to encourage growth.

Please let me know when you have set a date for the meeting. If you need more information, please contact me at (your phone number/email). Thank you very much for your help. I look forward to hearing from you soon and working together to support (your child's name).

Sincerely,

Your name

Copy sent to: your child's teacher

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