

# Memo

**To:** Teachers with Shared RSP Students  
**From:**  
**CC:**  
**Date:**  
**Re:** Shared RSP Students



Dear Teachers,

I would first like to thank you for your patience as I begin to get my RSP students placed in the appropriate groupings and time slots.

As you know, you and I (both general and special education teachers) are legally mandated to provide the services and modifications included in the IEPs. In order to do this most effectively, I must regularly communicate with two very important members of the IEP team: **PARENTS** and **YOU!** I will plan on getting in touch with you at the beginning of Sept. to determine how our students are performing and how services can best be provided.

I am providing an information sheet on each student along with a copy of his or her IEP goals. A full copy of their IEP is located \_\_\_\_\_, or you can request a copy by emailing me or dropping a note in my mailbox. I strongly urge you to carefully look over each student's IEP goals and perhaps make a note in your lesson book regarding these. *I know that you will respect the mandated confidentiality that comes with these files.*

Although I cannot eliminate the IEP meetings, I hope that I can help to make them as stress free as possible. I am attaching a list of our shared students and a "tentative" day/time for their IEP. Please note these dates on your calendar in pencil – as they are subject to change. Please plan on (amount of time) for most IEP meetings (our documents are now many pages long).

I am providing small self-adhesive dots. It may be useful to you to put one next to our shared RSP students in your gradebook, so you can instantly recognize that he/she is on my caseload and can communicate with me about their progress. I am eager to help **YOU** help our students be successful. Please let me know in what ways I can support your educational program.

As always, thank you for all your help and support. I'm looking forward to a great year working with you!