

[Your Letterhead Here]

August 17, 2009

Dear [parent, teacher, principal, SpEd Director]

Welcome to a fresh new school year! I hope this summer brought you great adventures and peace of mind!

I continue to provide vision support services to students with visual impairments in [your district here] as a [Teacher of the Visually Impaired/Certified Orientation and Mobility Specialist]. If I haven't already, I will have visited all my students and their teams within the next week. During these visits, not only will I be assuring that the students and their teams have the materials they require to get the school year started, but I will be setting my schedule of visits for the school year. Students, their families, and their educational support teams for whom I provide services will soon receive a calendar that shows the dates and times during which I may be expected.

It is very much appreciated when teachers or parents remember to call me when a student will not be available for a scheduled lesson. Not only does this eliminate unnecessary hours of driving, but also with enough notice, allows me to offer the now available time to another student.

As I am sure you are aware, my job holds many responsibilities, only one of which is providing direct vision support services as a [an Orientation and Mobility Specialist/Teacher of the Visually Impaired] to students. In order to fulfill each of these responsibilities, lessons may occasionally need to be cancelled or rescheduled. Please be patient during these occasions. As is my practice, I will attempt to compensate for any lost lesson time. The dates during which lessons will not be available are: September 7, 10; October 12; November 11, 26, 27; December 24 through January 3, 18; February 15, 24, 25, and 26.

I will attempt to maintain an office time in the [afternoons] on [Fridays] and a message can always be left on my [cell] phone, (5X5) xxx-xxxx. Please feel free to contact me with any questions you may have, or to let me know that a scheduled appointment needs to be cancelled.

Let's make it a healthy and fun new school year!

Your Name Here
MA SpEd, MA EDL, COMS, CTVI

Whenever possible, keep correspondence to one page.