

\_\_\_\_\_  
(School name)  
\_\_\_\_\_  
**4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade reports**

Date: \_\_\_\_\_

Dear parents of students designated with “specialized needs”,

Our school recognizes that each student with “special needs” should have a program in their class curriculum that can best meet these "specialized" needs. This may mean that modifications may be necessary to help them in their areas of weakness. Our school staff at is very supportive of providing for the students with “special needs”, appropriate, and individualized modifications.

The grade guidelines at our school for written reports may not be appropriate for your child. In reviewing each student’s individual strengths and weaknesses make the necessary adjustments to enhance the educational knowledge for the student, provide fulfillment in the accomplishment, and promote excellency at an appropriate level.

The standard adjustments for students with “special needs” will be:

1. The student may use pencil or erasable ink on this entire report.
2. The student will choose to write in the their most legible form (cursive or printing)
3. Charts, graphs and maps may be photocopied.
4. When using wide-lined 8-½ X 11 inch paper, the student may neatly fold the paper at the red lines of the margins and at the third line from the bottom of the page. This will help them to ensure writing within the acceptable, designated areas.
5. The student may use a 1-½ inch indent for new paragraphs. (\*hint: cut out on colored paper a 1-½ inch X 1-inch strip in which your child can use as a tandem.)
6. Bibliography cards are suggested to be made prior to writing the final bibliography.
7. The parent may be allowed to only type out the report for the child if needs dictate such.
8. If

Individualized modifications agreed upon by the teacher for your child:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Teacher’s agreement signature and date: \_\_\_\_\_

Please sign on the line below and a copy will be made to place as the very first page in your child’s report. This will remind and alert the teacher of the agreed modifications for this report so there will not be any mark-downs in the student’s grades due to the format.

Parent’s agreement signature and date: \_\_\_\_\_

Director of Special Need's Program and/or Administrator signature and date:  
\_\_\_\_\_