

School & IEP Communication Templates

Three fill-in templates so what you've built at home doesn't stay stuck at home — a starter letter, a meeting-prep checklist, and a transition handout for any new teacher or carer. Each one is explained in plain language before you're asked to fill anything in.

Document 5 of 6

Used in Week 11 of your Roadmap, and any time a new setting is involved

A strategy that only works in one room of one house is fragile. Consistency across every setting a child spends real time in — home, school, a relative's house — is a recurring theme in the strongest guidance on supporting autistic children and children with ADHD^[4].



WHAT DOES "IEP" MEAN?

IEP stands for Individualized Education Program — a formal, written document that some schools create for a specific child, describing the support that child needs to learn well. It's usually created in a meeting between parents and school staff, and it's reviewed and updated over time.

Not every family will have one of these, and not every school uses this exact name or process — some call it something else, and many schools, especially outside the United States, don't use a formal IEP system at all. That's completely fine. Every template in this document works just as well as a plain, friendly letter to a class teacher, a Sunday school leader, or a relative caring for your child for a season. Use whatever language fits your setting, and don't worry about the acronym.

A Starter Letter to a New Teacher or Carer



WHAT IS THIS TEMPLATE FOR, AND WHY DOES IT MATTER?

This is a short, one-page letter you hand or send to anyone new who will be spending real time with your child — a teacher at the start of a new term, a Sunday school volunteer, a relative babysitting for a week. Its whole purpose is to give that person the handful of things they most need to know, in writing, before anything goes wrong — rather than them learning it the hard way, in the middle of a difficult moment.

JOS, NIGERIA

A mother used to explain her son's needs verbally to each new Sunday school volunteer, but the message often got lost by the time a different volunteer covered the next week. Once she started handing over a single printed letter, every volunteer — including ones she'd never spoken to directly — knew exactly what helped her son within the first few minutes of meeting him.

Fill in the blanks below. Keep it to one page — a shorter letter actually gets read in full, while a long one often doesn't.

Dear _____,

My child, _____ (age ____), is in your care starting _____. I wanted to share a few things that help them have a good day.

What helps: _____

What to watch for: _____

If they seem overwhelmed: _____

The best way to reach me: _____

I'm happy to talk this through in person whenever suits you. Thank you for taking the time to read this.

Meeting-Prep Checklist



WHAT IS THIS TEMPLATE FOR, AND WHY DOES IT MATTER?

This is a short checklist to run through BEFORE any meeting about your child – a formal IEP review, an ordinary parent-teacher conference, or even just a first conversation with a new carer. Meetings like these often run short on time, and it's very easy to leave having forgotten to say the one thing that mattered most. This checklist exists to make sure that doesn't happen to you.

- ☐ Bring your Document 4 12-Week Log – real, dated examples carry more weight than a general impression, and a teacher or specialist can act on a specific example far more easily than on "he's been having a hard time."
- ☐ Write down your top 2 concerns in advance, in order of importance. If the meeting runs out of time, make sure the most important thing gets said first, not last.
- ☐ Bring one copy of your starter letter (Template 1) to hand over, even if you've already sent it by email – people remember paper handed to them in person.
- ☐ Write down 1-2 questions you want answered before you leave the room.
- ☐ Ask, before the meeting ends: "What happens next, and by when?" – leave with a concrete next step, not just a general sense that the meeting went well.
- ☐ Note the date of this meeting and one line about the outcome in your log afterward, while it's fresh in your memory.

Before a Transition



WHAT IS THIS TEMPLATE FOR, AND WHY DOES IT MATTER?

This one-page handout is for any real change coming up in your child's life — a new school term, a new caregiver, a trip, a house move. You fill it in once and hand it to whoever will be receiving your child during that change, so they walk in already knowing the handful of things that will make that day easier for everyone, instead of learning it by trial and error on the day itself.

ENTEBBE, UGANDA

Before a family trip, a father filled in this exact handout for the aunt who would be looking after his son for three days. She had never cared for him alone before. Because she already knew what calmed him and what foods he'd eat, the visit went far more smoothly than either of them expected — she said afterward that the one page told her more than a long phone call would have.

● [PRINT THIS PAGE](#)

Before a transition

Fill this in for the specific transition ahead, and hand it to whoever is receiving your child.

My child's name and age

What this transition is

How my child communicates best

What calms them when
overwhelmed

Foods or routines to know about

One thing that will make today
easier

Sources for this guide: [4] NICE CG170 – Autism spectrum disorder in under 19s: support and management (2021). Full list of 10 references in Document 1 – Start Here.