

School & IEP Communication Templates

Four ready-to-adapt pages that carry what you've learned about your child out into the rooms you're not in — a one-page profile, a meeting walk-in guide, a new-setting handover page, and a closing letter for the people who shared this year with you.

Document 11 of 12

Used in Quarter 3, and any time a new setting or the year's end is involved

A strategy that only lives in one room of one house rarely survives contact with a classroom, a relative's house, or a new carer. Carrying real, specific information into every setting a child spends time in is a recurring thread in the strongest guidance on supporting autistic children and children with ADHD^[4].



QUICK DEFINITION: WHAT DOES "IEP" ACTUALLY MEAN?

IEP stands for Individualized Education Program — a formal, written plan some schools build for a specific child, spelling out the support that child needs in order to learn well. A team usually writes it together — parents included — and it gets revisited over time as things change.

Plenty of families reading this won't have one, and plenty of schools call this process something else entirely, or nothing at all. None of that matters for these four pages — every one of them works just as well handed to a class teacher, a Sunday school volunteer, or an aunt babysitting for a season. Adapt the language to whoever's actually reading it.

Your Child, in One Page



WHAT THIS PAGE DOES, AND WHY IT'S WORTH WRITING

Nobody meeting your child for the first time can read your whole year of notes. This page hands them the handful of things that would otherwise take weeks to figure out by trial and error — before a hard moment happens, not after.

Fill in the lines below. Resist the urge to make it longer than one page — a page that actually gets read beats a thorough one that doesn't.

Hello _____,

This page is about _____ (age ____), who will be spending time with you starting _____ . A few things that will make that time go well:

Three things that reliably help on a good day:

An early sign that things are building up (before it becomes a bigger moment):

What actually helps once it does become a bigger moment:

The easiest way to reach me, and when:

I'd genuinely welcome a few minutes to talk this through in person whenever works for you. Thank you for taking the time to read this.

Walking Into Any School Meeting Prepared



WHAT THIS PAGE DOES, AND WHY IT'S WORTH USING

A short run-through before any conversation about your child — a formal review, an ordinary parent-teacher chat, or a first conversation with someone new — built so you leave having actually said the thing you walked in wanting to say.

- ☐ Pull one or two real, dated entries from your Behavior Journal or Warning Signs Log — a specific moment carries far more weight in the room than a general impression.
- ☐ Write your single most important point on a sticky note beforehand, and keep it in view during the meeting.
- ☐ Bring one printed copy of "Your Child, in One Page" (Page 1) to leave behind.
- ☐ Write down the one or two questions you actually want answered before you agree to anything.
- ☐ Before the meeting ends, ask plainly: "What's the very next step, and by when?"
- ☐ The same day, jot the date and outcome into your Parent Workbook while it's still fresh.

A Handover Page for Any New Setting



WHAT THIS PAGE DOES, AND WHY IT'S WORTH USING

Any real change — a new class, a new carer, a family trip, a new after-school activity — goes more smoothly when the person receiving your child already has the handful of things you'd otherwise wish you'd told them afterward. This page is used throughout Quarter 3's community work, and any time a genuine transition comes up.

● [PRINT THIS PAGE](#)

Handover page

Fill this in freshly for the specific change ahead of you.

Child's name and age

What's changing, in one line

How they communicate best right now

What genuinely helps when things feel like too much

Food, sleep, or routine details worth knowing

One thing that would make today noticeably easier

A Letter for the People Who Shared This Year



WHAT THIS PAGE DOES, AND WHY IT'S WORTH SENDING

A short note to send, once the year closes, to anyone who genuinely supported your child along the way — a teacher, a therapist, a volunteer. It closes the year properly, names something specific they did well, and — if your child is moving on to someone new — hands forward what an entire year taught you, instead of letting it disappear.

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A mother sent a short note like this to her son's class teacher at the end of the school year, naming a specific thing the teacher had done well and summarizing what had helped most. The teacher passed it on to the incoming teacher the following term — a full year of hard-won learning carried forward instead of starting over from nothing.

Dear _____,

Now that this year is closing, I wanted to properly thank you for

Something that genuinely made a difference this year:

What we're still working on, honestly:

If someone new is picking this up from here, the one thing they most need to know is:

Thank you again for being part of this year.

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