

**Sample Evaluation Letter to Teachers**

Parent Name

Parent Address

Parent Telephone Number

Date

Name of Teacher

Teacher's Address

Or High School Address

Dear Mr./Mrs. (Name of Teacher),

I know how much (Name of Student) appreciated your instruction, support and encouragement throughout this past (quarter, semester, year), as well as your understanding of his/her learning disability. He/She enjoyed your course immensely. As his/her parent I want to SINCERELY thank you and also to ask one further favor.

This was (Name of Student's) first year at (Name of High School) and her first year at a school not specifically devoted to students with learning disabilities. Thanks in great part to teachers like you, it has been a successful transition and we are very pleased and proud of the work (Name of Student) has accomplished.

He/She strongly desires to attend college and at this point is interested in a degree in (Degree Interest). Fortunately, there are a number of colleges with comprehensive LD support programs and I am trying to gain practical knowledge of his/her specific academic strengths and weaknesses in order to prepare him/her for college demands and to match him/her up with the program that will give him/her the greatest opportunity for success.

I would be very grateful if you would take a few minutes of your time to share your candid assessment of him/her as a student over the past quarter/semester and to give me any of your insights that would help us in planning his/her academic future.

- 1) I think it would be particularly helpful for us to understand:

His/her general strengths as a student?

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Your suggestions of what he/she or his/her parents could do to build on them?

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His/her specific weaknesses as a student?

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Any specific steps you feel he/she or his/her parents could do over the next year and a half to compensate for weaknesses or remediate them?

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2) Please touch on some of the following that strike you as particularly important:

His/her attitude, motivation?

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His/her ability to seek help needed appropriately?

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His/her ability to work independently?

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His/her ability to cope with criticism, setbacks, etc.?

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His/her organizational skills?

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How he/she coped with the normal workload?

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How much and what kind of extra support he/she required of you in class?

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How much and what kind of extra support he/she required of you outside of class?

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How he/she handled class participation?

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How he/she handled the homework load?

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Information that you did not have about (Name of Student) that would have been useful for you to have before teaching (Name of Student) or think would be useful to future teachers?

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Would you be comfortable writing a college letter of recommendation for (Name of Student) in the future?

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I know this is a lot to ask of you in the middle of a busy school year (or during your busy summer), but it would be enormously valuable to us for planning (Name for Student's) future.

Sincerely,

(Name of Parent)

Note: Include a self-addressed stamped envelope and write a thank you note to any teacher who takes the time to send you a response—even if you are not thrilled with the content.