



## Beginning of the Year Email Fillable Template

Hi (teacher's name),

My name is (your name). I am (child's) parent. I look forward to having you as part of (child's) team this year. I am writing to introduce myself and tell you about (child).

(Child) loves (name something they like about school). (Her/His/Their) strengths are (i.e. creativity, caring, persistence, kindness, being helpful, etc.). (She/He/They) wants to be (a career) when (she/he/they) grows up. (His/Her/Their) favorite color is (color) and (she/he/they) currently really enjoys (activity or tv show).

(Child) has Leukoencephalopathy (LBSL). LBSL is a rare genetic disorder that affects the brain and spinal cord, and also energy production in the cells. It can cause difficulty with mobility and balance, decline in fine and gross motor skills, and decreased energy. Kids with LBSL are particularly vulnerable to harm from dehydration, fasting, overheating, fevers/infection, and head injuries. LBSL is a progressive disorder, which means the skills that (child) has at the beginning of the school year may not be the same as the end of the school year. This is why I want to work with you throughout the year to monitor (child's) ability, and support you with any concerns you may have. You can visit the Cure LBSL website for more information, links, and resources. [www.curelbsl.org](http://www.curelbsl.org)

(Child) has difficulty with (put your biggest concerns here). In the past, these accommodations have helped her/him/them navigate the school environment. I've also attached the most current (IEP or 504 Plan) for more detailed information.

- (list most important accommodation)
- (list second most important accommodation)
- (list third most important accommodation)

(If your child takes medication or has seizures, please mention relevant forms and action plans here. If not, delete this section).

(Child) also takes medication during the day. Please see the attached (name of health action plan) for more details.

It is important to note that (Child) is at risk for severe complications following a head trauma. Please contact me *immediately* if a head injury or seizure occurs. (List examples of when you want the teacher to call). It is better for us to be overly cautious to keep (Child) safe and healthy. In case of an emergency call me at (phone). If I do not answer, please call (other contact) at (phone number).

I look forward to working with you this year. If you have any questions or concerns, please call, text, at or email me. I am excited to have you on (Child's) team this year.

Best,

(Your name)

(Your phone number)

(Your email)



### Example

Hi Ms. Sands,

My name is Sonny Beach. I am Shelley's parent. I look forward to having you as part of Shelley's team this year. I am writing to introduce myself and tell you about Shelley.

Shelley loves math. She is a whiz with fractions. She is a very curious and loves to make others laugh. She wants to be an oceanographer when she grows up. Her favorite color is yellow, and currently really loves the show Outer Banks on Netflix.

Shelley has Leukoencephalopathy (LBSL). LBSL is a rare genetic disorder that affects the brain and spinal cord, and also energy production in the cells. It can cause difficulty with mobility and balance, decline in fine and gross motor skills, and decreased energy. Kids with LBSL are particularly vulnerable to harm from dehydration, fasting, overheating, fevers/infection, and head injuries. LBSL is a progressive disorder, which means the skills that (child) has at the beginning of the school year may not be the same as the end of the school year. This is why I want to work with you throughout the year to monitor Shelley's ability and support you with any concerns you may have. You can visit the Cure LBSL website for more information, links, and resources. [www.curelbsl.org](http://www.curelbsl.org).

Shelley has difficulty with walking from class to class and staying hydrated throughout the day. In the past, these accommodations have really helped her navigate the school environment. I attached the 504 for more information.

- Buddy system: Pair student with a peer to aid with transitions to lunch and recess
- Reduce volume of writing and copying
- Access to water/beverage/snacks at all times to prevent dehydration

Shelley is on prescription medication called a "mito-cocktail" to help keep her energy levels as normal as possible. Shelley will need to go to the nurse's office after lunch to take her meds before returning to class.

It is important to note that Shelley is at risk for severe complications following head trauma. Please contact me *immediately* if a head injury happens. For example, if she falls down or a ball hits her at recess, please call me. It is better for us to be overly cautious to keep Shelley safe and healthy. In case of an emergency call me at 867-5309. If I do not answer, please call Shelley's grandma, Sandy Beach at 555-555-5555.

I look forward to working with you this year. If you have any questions or concerns, please call or text me at 222-867-5309 or email me at [sonny.beach@gmail.com](mailto:sonny.beach@gmail.com). I am excited to have you on Shelley's team this year.

Best,

Sonny Beach