Written Follow-Up After a Phone Call or Meeting

AFAC PARENT NOTE: Use this immediately after an important conversation to create a clear written record.

[DATE]

[RECIPIENT NAME AND TITLE]

[SCHOOL / SCHOOL SYSTEM]

[ADDRESS]

[CITY, STATE ZIP]

RE: [STUDENT'S FULL NAME], DOB [MM/DD/YYYY], [SCHOOL / GRADE]

Dear [NAME/TITLE]:

Thank you for speaking with me on [DATE] regarding [TOPIC]. I am writing to confirm my understanding of our conversation.

During our conversation, we discussed the following:

- [KEY POINT 1]
- [KEY POINT 2]
- [KEY POINT 3]

My understanding/position is: [STATE YOUR UNDERSTANDING OR POSITION CLEARLY AND FACTUALLY].

The following next steps were discussed or agreed upon:

- [ACTION / PERSON RESPONSIBLE / TARGET DATE]
- [ACTION / PERSON RESPONSIBLE / TARGET DATE]

If any part of this summary is inaccurate, please let me know in writing. Otherwise, I will retain this correspondence with my child's educational records.

Sincerely,

[PARENT/GUARDIAN NAME]

[ADDRESS]

[PHONE]

[EMAIL]

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