

Sample Letter Requesting Meeting with School Personnel

(Send via email, postal mail or deliver in-person)

<Date>

Dear <School Staff Person>,

My child, <first & last name>, is diagnosed with a primary immunodeficiency (PI), <list specific type of PI, i.e. CVID, SCID, CGD>. This is a genetic condition, not contagious to others, in which my child's immune system does not function properly.

<Name of your child's PI> causes an increased risk of infection for my child, which might impact <his/her> educational performance. Therefore, I would like to schedule a 15-30 minute meeting with you and other staff involved in my child's education to discuss <child's name>'s diagnosis and issues that might arise at school.

Thank you for your consideration of my request. I look forward to hearing from you at your earliest convenience and would like to schedule the meeting within the next 14 days.

Sincerely,

<Signature>

<Name: First & Last>

<Address>

<Address>

<Phone>

<Email Address>