

Sample Consultant Letter

Date:

Special Education Director (*or other title*)

Name of SPED/Agency Director

P.O. Box * * * *

City or Town, VA Zip Code

RE: VNOC Consultation (*Date of scheduled consultation*)

Dear * * * * ,

I look forward to being of service to * * * * Public Schools as a consultant addressing the VNOC Service Request. In order to maximize my time at * * * * (*name of school*), the attached plan of action is proposed. Please contact me as needed.

Sincerely,

Name

VNOC Consultant

Other Title (*Teacher of Deaf, SLP, etc.*)

Consultant's preferred address

City or Town, VA Zip Code

Phone

Fax

Cell

email

attachment(s):

Henry County Consultation Plan of Action

Pre-observation visit

Request Henry County to send by Monday, November 29, 2004:

- Sample of goals/objectives related to current students' IEPs especially for language/communication and sample lesson plan addressing IEP goals
- Current weekly schedule followed by teacher /instructional assistants and interpreters
- List of current materials/resources used for 4 core subjects
- Short summary of assessment tools used by teacher

On site:

Have available the scope and sequence plan used by regular ed teachers in Henry County for the comparable grade level(s).

One day visit to school will include:

- Observation of at least 3 lessons
- Meeting with teacher/assistants/interpreters (either group or individual) for their input of need
- End of day meeting with staff for preliminary reporting
 - Possibly address strengths/areas of need observed
 - do a clarification of needs to be addressed in report

Post-report to Henry County by Friday, December 17, 2004 to include:

- Summary of visit/meeting/recap of areas to be addressed
- Possible sample weekly schedule/plan
- Classroom management suggestions/plan
- List of suggested resources/assessment tools/procedures
- Research possible mentor (in Roanoke area?)

Consultation Fee:

\$650 – one day visit/report
plus travel, meals and lodging costs
(mileage billed at state rate)
\$350 – follow up visit if requested

Visit scheduled for Wednesday, Dec. 1, 2004.

(Note: I would travel on Tuesday afternoon, Nov. 30 and be at school on Wednesday from 8:30 or 9 am to 4:00 pm. Return to Richmond Wednesday evening.)