**Strauss**

Top of Form

Bottom of Form

**CASE MANAGER LETTER OF INTRODUCTION**

Re:  Case Manager of Special Education Student

Parents/ Guardians:

Welcome to the 2024-2025 school year at Yates High School.  My name is LeDarien Strauss and I will be the Case Manager for your child this year.  As a case manager, I will provide support and assistance to your child so that he/she can have a positive and successful learning experience.  I work with the classroom teachers to help students understand lessons taught in the classroom, encourage completion of assignments, help study for tests, and provide accommodations to aid in the learning process.

Together, we can help your student succeed.

I will be notifying you by letter when your child IEP/ARD meeting is scheduled.  Upon receiving the letter, please contact me to let me know if you will be able to attend the IEP meeting.  Your input and attendance at IEP meetings is vital to your student’s success.

Please feel free to contact me at anytime with comments or questions.  I can be reached most easily through email. My email and phone number are listed below.

I look forward to working with you this year!

Sincerely,
LeDarien Strauss

LStrauss@houstonisd.org

Special Education Teacher