

Sample Letter to Accompany Summary of Performance

TO: My Postsecondary Service Provider

FROM: (Student's name)

DATE: (Date letter is written and sent)

SUBJECT: My Public School Summary of Performance Report

Attached you will find my public school Summary of Performance (SOP). I developed this summary with help from my parents, teachers, and other service providers. It contains the following sections.

1. My post-school goals for one year after leaving high school.
2. My perceptions of my disability, supports that work best for me, and accommodations that may be addressed in post-school settings.
3. The school's perspective on my disability and recommendations for supports and accommodations from high school professionals.
4. A summary of my high school academic achievement and functional performance.

Each section contains information that is important for my success. Please review the information carefully. I will be happy to schedule a time to visit with you about any of the information in my Summary of Performance

Thank you for your time.

Sincerely,

John Doe
123 School Road
Enid, OK 73000
(405) 555-1111
student@mail.com

from Oklahoma State Department of Education, Special Education Services