Dear [General Education Teacher],

Hi! I am [Name], the Teacher of Students with Visual Impairments. I am looking forward to having the opportunity to work with you this year because [Learner Name] is in your class and has a visual impairment.

My role is to help [Learner Name] learn tools and strategies to access their general curriculum as well as coordinate instruction of other "real-life skills" that students with a visual impairment need to learn. My hope is that you and I can collaborate often to anticipate and problem solve so [Learner Name] is successful in your class!

You will have copies of the Individual Education Plan, and I would love meet with you before school begins, but until then, here are some top things you’ll need to know about the eye condition and having [Learner Name] in your class.

Eye Condition:

Implications of Eye Condition:

Key Helpful Accommodations:

Extra Notes:

Thank you so much! I’m attaching a link to a short presentation about visual impairments and VI services for you to review, and please let me know a good time when we can meet before school begins.

Thank you,

[Name]