**SAMPLE Letter to Building Administrator**

**START IEP Implementation Coaching Project**

Date xx

Dear Administrator,

In an effort to continue to improve services for students with ASD in our region, your building has the opportunity to participate in the START IEP Implementation Coaching Project, which focuses on the development and implementation of quality IEPs for students with ASD.

This project includes identifying a coach leader (i.e. an itinerant staff with ASD expertise who serves the building) and a building coach (i.e. a certified staff person (e.g. general education or special education teacher, counselor, administrator, itinerant staff who works primarily in the building) to assist in supporting the project. The building coach selected for your building is (NAME) and the coach leader assigned to your building is (NAME).

The project is outlined in the IEP Implementation Coaching Checklist provided by START and the purpose is to increase development and implementation fidelity of IEPs and evidence-based practices (EBPs) for students with ASD at the building, classroom, and student levels. The general expectations of this year-long project include:

* Utilizing an IEP team to follow the checklist
* Collecting baseline target student data to plan for IEP and EBP development and implementation
* Developing measurable goals and benchmarks and monthly student progress monitoring
* Connecting monthly with team members to update building, classroom and family goals
* Assessing implementation fidelity of EBP implementation at the building, classroom, and student levels
* Report beginning and end of year data in the START K-12 Target Student Reporting online form (parent permission will be obtained before submitting to START)

Although IEPs and EBPs for students with ASD are being promoted, these tools, processes and practices have been shown effective for students with other learning needs as well. Therefore, your participation should ultimately improve capacity of staff to educate students with a variety of learning needs.

If you would like more information, you may contact the building coach or coach leader assigned to your building.

Thank you for your participation and support.

Signature