

Dear Parents/Guardians:

Welcome back to Highcrest Middle School! My name is Kelly Coyne, and I will be your child's Learning Behavior Specialist/Case-Manager during their sixth grade year.

I am excited to be back at Highcrest Middle School for my eleventh year as a Learning Behavior Specialist! I have always been passionate about special education and advocating for individuals with disabilities. I have a Bachelor's Degree in Special Education from Illinois State University. I also have my Master's Degree in Special Education from Northeastern Illinois University. In my spare time I enjoy spending time with my family and friends, traveling, cooking, and working out.

To me, parent involvement and communication is essential to all student success. That being said, I assure you that you will be included, informed, and involved in your child's sixth grade journey. As a valued member of your child's educational team, your input is essential. Our team understands that when parents and teachers work together, students make the greatest progress. Here are a few helpful resources regarding communication:

- [D39's Home and School Communication guidelines](#)
- ["Who Do I Contact For What?"](#) chart
- Procedural Safeguards (attached to this email)

**If you are ever unsure of who to contact, please always feel free to contact me with any questions or concerns regarding your child's education. As your child's case-manager, I would find it helpful to be copied on any relevant emails to other team members.*

To support communication between school and home, please complete the following:

- The Electronic Consent Form (attached to email) authorizes the exchange of confidential IEP information through electronic communication.
- There may be times throughout the year when it will be helpful for our team or one of your child's private providers to be in contact with each other. I have attached the release of information form to this email. **Please note that I will need a separate form for each private provider, along with their names, emails and telephone numbers.** Please return this form as soon as possible.

In closing, I want to welcome you to the new school year! Along with our entire team at Highcrest Middle School, I am dedicated to providing your child with the best education possible. I am confident that together we will help your child grow and accomplish many great feats this year. I am eagerly looking forward to meeting you and your child and collaborating with you during the 2023-2024 school year!

Please know that I am here to answer any questions and will make it a priority to ensure that these first few weeks (and the entirety of the school year) are a comfortable and positive experience for you and your child.

Sincerely,
Kelly Coyne
coynek@wilmette39.org