Dear (name of teacher, principal, etc.),

I am writing this letter to give you some background information on (son or daughter’s name) to help you better understand (his or her) medical condition: 22q11.2 deletion syndrome (or 22q11.2 duplication syndrome). This is usually just called 22q. My hope is that you will keep these issues in mind as we work together to make this a great school year.

22q is caused by a missing (or extra) section of chromosome 22, which is present from the time a child is conceived.  This happens in about 1 in 2,000 live births.  22q causes a wide range of health problems and not all people are affected in the same way.  Some key characteristics of the syndrome include combinations and varying degrees of heart defects, palate differences, immune system deficiencies, growth delay, hearing loss, endocrine issues, cognitive, developmental and speech delays, and behavioral, emotional and psychiatric differences. (ADHD, autism, anxiety, etc.)

A). Please know that (name) currently has an IEP/504 plan.  I would like to schedule a conference with you at your earliest convenience to discuss his/her IEP in order to help (name) transition go smoothly this year.

B). Learning new information can be difficult, especially in a large group setting. (Name) sometimes needs extra prompts when doing school work and will likely need material re-explained. His/ her processing is slower and although (name) may seem like she/he understands the assignment, this is often not the case. (Name) needs the lesson to be broken down into smaller steps and retaught. It is important for an adult to check in frequently with (name) to make sure (he or she) is on the right track.

C) (Name) suffers from anxiety. He/she takes medication, which helps decrease the amount of anxiety on a daily basis but (name) worries about looking different in front of peers. (he or she) may become upset if her/his daily routine is changed without a warning or if (he or she) does poorly on an assignment. This anxiety (which is very common in 22q) has serious long-term consequences and everything possible should be done to minimize stress to make school a safe and welcoming environment.

D) (Name) also deals with significant medical challenges, because of his/ her 22q.  (Name) sees many doctors and therapists on a regular basis and is followed for her/his current medical needs.  He / she also needs to take many different medicines and sometimes have procedures to keep him/her healthy. This can sometimes make him/her upset /tired/ grumpy.  22q can also weaken the immune system so it is important that (name) washes his/her

hands often to help prevent exposure to germs.

E) (Name) also has difficulty with social skills and has trouble making and keeping friends. He/she may need some help with peer relationships or finding a partner for group activities. If there are any social groups or ‘lunch bunch’ groups at school, please make those resources available to (him or her).

Thank you, in advance, for taking time to read this short summary of some of (name) challenges. Much more detailed information is included in (his or her) file. However, I wanted to give you a brief introduction so the year can be off to a great start. I am committed to doing everything we can to make this school year a success, so please communicate with me frequently so that I can support you and my child at home. Thank you so much for all you do.

With Respect,

(Name)