

Dear Parent/Guardian,

This letter is to confirm our receipt of your request for an evaluation of your child. In our recent telephone conversation, you indicated that you are available to meet on \_\_\_\_\_ (*Date*) at \_\_\_\_\_ (*Time*). If you are unable to attend this meeting, please contact the school to reschedule.

At this meeting, we will review your child's academic and behavioral data and determine next steps in providing a plan for student success.

Sincerely,