

Parent Notice of Educational Planning Team Meeting

Dear _____

You are invited to attend an Educational Planning Team meeting for your son/daughter

_____ on _____, _____ at
Student's Name Date Time

Place

The Purpose of this meeting is to:

- Review information on your child's learning and behavior and discuss efforts to help improve classroom performance.
- Other: _____

The following persons are invited to this conference:

- School Counselor
- School Psychologist
- Teacher(s)
- Other _____
- Parent
- School Nurse
- Administrator

We look forward to having you participate in this meeting. Please call me at _____ if you have any questions concerning this conference.

Sincerely,

Principal or Designee Date of Notification