

PARENT/GUARDIAN CONTACT CONCERNING A REFERRAL

Date: _____

Dear _____,

In order for your child's educational program to be effective, it is important that school personnel and parents/guardian work together as a team. A part of this team work is two-way communication.

We would like to share our concern with you regarding your child's _____
Name
educational progress at school, and invite you to meet with us in order to exchange information that may be helpful to us and your child. With your help we can better evaluate the educational needs of your child and plan an appropriate educational program.

Please call me at _____ as soon as possible to set up an appropriate
Phone
time and date that is mutually convenient to discuss your child's educational progress.

Your cooperation is appreciated.

Sincerely,

Administrator/Designee