



Student Support Services

## Parent Notice of Educational Planning Team Meeting

Dear: \_\_\_\_\_

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

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

Parent

School Psychologist

Instructional Intervention Coach

Teacher(s)

Administrator

Behavior Resource Teacher

Other \_\_\_\_\_

We look forward to having you participate in this meeting. If you have any questions concerning this conference, please call me at: \_\_\_\_\_

Sincerely,

Principal/Designee: \_\_\_\_\_ Date: \_\_\_\_\_