

PACE PRESCHOOL

Elkhart Community Schools

2424 California Road, Elkhart, IN 46514-1226

(574) 262-5833 / 5841 (fax)

www.elkhart.k12.in.us

Parent Notification: Schedule Evaluation

Date:

Enter Parent/Guardian Name

Enter Address

Enter City, IN Enter Zip code

RE: Enter student last, first name – Enter ID

Dear Parent/Guardian:

After several attempts I have been unable to reach you to schedule a speech/language evaluation for your child.

If you are still interested in having your child evaluated, please contact me at (574)262-5833 so we may arrange an evaluation time.

If I do not hear from you within two weeks I will assume you are not interested in having your child evaluated at this time. If you decide at a later time that you would like to have your child evaluated for speech and language, please call me.

Thank you for your attention to this matter.

Sincerely,

Enter name

Speech/Language Pathologist