

PACE PRESCHOOL

Elkhart Community Schools

2424 California Road, Elkhart, IN 46514-1226

(574) 262-5833 / 5841 (fax)

www.elkhart.k12.in.us

Parent Notification: Missed Evaluation Appointment

Date:

Enter Parent/Guardian Name

Enter Address

Enter City, IN Enter Zip code

RE: Enter student last, first name – Enter ID

Dear Parent/Guardian:

I have been unable to reach you by telephone after making numerous attempts. Your child has missed several evaluation appointments without notice from you.

Please call me at (574)262-5833 and let me know if you want your child to be evaluated. If there are circumstances preventing your child from attending the evaluation appointments we can discuss them when you call.

If I do not hear from you within two weeks I will assume you are no longer interested in an evaluation at this time. Please call any time you would like to schedule an evaluation

Thank you for your attention to this matter.

Sincerely,

Enter name

Speech/Language Pathologist