

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 Therapy Sessions

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 speech/language therapy sessions for your child.

If you are still interested in having your child receive services, please contact me at (574)262-5833.

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

Thank you for your attention to this matter.

Sincerely,

Enter name

Speech/Language Pathologist