**Parent Notification of Completed Evaluation**

Date: date

Name

Address

City, State  Zip

RE: Student-ID

Dear Parent/Guardian,

Recently Elkhart Community Schools completed the individual evaluation of your student. If you have not been notified already, you will soon be contacted by a representative of your student’s school to set up a case conference committee meeting to discuss evaluation results. In accordance with Indiana law, Elkhart Community Schools provides parents with a copy of the report of the individual evaluation. This copy is available for you to pick up in the office at your student’s school. If you do not pick it up prior to the case conference, it will be given to you at the meeting.

If you wish to have the results of the evaluation explained prior to the scheduled case conference meeting, you may arrange to do so by contacting       at (574)262-5861. If you prefer, those results will be explained at the case conference.

Thank you,

Psychological Services

Student Services Department