

(NOTICE OF TEAM MEETING TO 18+ STUDENT)

Student's Name
Address
City, State, Zip Code

Re: Name of Student – Absenteeism

Dear Name of Student:

Please be advised that a Team Meeting has been scheduled for day of the week, date, at time am/pm regarding your education program.

You have been absent from school for number consecutive days/number cumulative days. Your lack of attendance seriously interferes with the School District's ability to provide you with a free, appropriate, public education ("FAPE"). Your Individualized Education Program/Section 504 Accommodation Plan cannot be implemented if you are not in school.

The Team is open to discussing options to provide you with a FAPE. However, in order to do so, your input is necessary. **Please make every effort to attend this upcoming Team Meeting.**

Should your nonattendance continue, and should you not be present at this scheduled Team Meeting, your enrollment in the Agawam Public Schools may be ended.

Should you have any questions or concerns, please feel free to contact me. Thank you.

Sincerely,

Name of Principal
Principal (School Name)

John A. Provost, Ed.D.
Director of Special Education

c: Dr. Czajkowski, Superintendent
Private School Name