

**(Notice of ICAP Meeting to Parent(s)/Guardian of Regular Education Student)**

Parent(s)/Legal Guardian  
Address  
City, State, Zip Code

Re: Name of Student – Absenteeism

Dear Parent(s)/Legal Guardian:

Please be advised that a meeting to discuss development of an Individualized Curriculum Accommodation Plan (ICAP) on behalf of your son/daughter has been scheduled for day of the week, date, at time a.m./p.m. at Agawam High School.

Your child has been absent from school for number consecutive days/number cumulative days. His/her lack of attendance seriously interferes with the School District's ability to provide name of student with an education.

The District is open to discussing options available to name of student with you, including implementation of an ICAP. However, in order to do so, your input is strongly requested. Please make every effort to attend this upcoming meeting.

**Should your child's nonattendance continue and should you not be present at this scheduled meeting, name of student's enrollment in the Agawam Public Schools may be ended by school administration.**

Please contact me should you have any questions or concerns.

Sincerely,

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Name of Principal  
Principal (School Name)

Enclosure: Parent's Notice of Procedural Safeguards

c: Dr. Czajkowski, Superintendent  
Dr. Provost, Director of Special Services

***Agawam Public Schools 2009***

Approved by School Committee on June 9, 2009, by a vote of 7 – 0.