

(NOTICE OF TEAM MEETING TO PARENT/GUARDIAN)

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

Re: Name of Student – Absenteeism

Dear Parent(s)/Legal Guardian:

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

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 a free, appropriate, public education (“FAPE”). Your child’s Individualized Education Program/Section 504 Accommodation Plan cannot be implemented if he/she is not in school.

The Team is open to discussing options to provide name of student 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 child’s nonattendance continue, and should you not be present at this scheduled Team Meeting, name of student enrollment in the Agawam Public Schools may be ended by school administration.

Should you have any questions or concerns, please feel free to contact me. Thank you for your cooperation and understanding.

Sincerely,

Name of Principal
Principal (School Name)

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

c: Dr. Czajkowski, Superintendent
Private School Name