

(Notice of ICAP Meeting to Regular Education 18+ Student)

Student
Address
City, State, Zip Code

Re: Absenteeism

Dear Name of Student:

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

Your 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 an education.

The District is open to discussing options available to 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 nonattendance continue and should you not be present at this scheduled meeting, your enrollment in the Agawam Public Schools may be ended by school administration.

Please contact me should you have any questions or concerns.

Sincerely,

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.