

Your School Letterhead

date

Address

Re: student DOB:

Dear

I am offering you the opportunity to speak with the members of the school team who conducted the evaluations, before the Planning and Placement Team Meeting (PPT) regarding the assessments and evaluation. In accordance with the following Public Act No. 12-173 (G):

Upon request by a parent, guardian, pupil or surrogate parent, the responsible local or regional board of education shall provide the results of the assessments and evaluations used in the determination of eligibility of special education for a child or pupil to such parent, guardian, surrogate parent or pupil at least three school days before the referral planning and placement team meeting at which such results of the assessments and evaluation will be discussed for the first time.

Please feel free to contact me at (principal's contact number)

Sincerely,

Principal's Name and School

For Office Use Only:

Parent requested meeting on (date) _____ Meeting was held on (date) _____

Discussed (please indicate N/A if this evaluation was not conducted) and by whom

- Social History _____
- Psychological _____
- Speech/Language _____
- Achievement _____
- Motor (fine) _____
- Motor (gross) _____
- Other _____