

SCHOOL LETTERHEAD

To: Parent/ Guardian of _____

From: _____, School Administrator

RE: Student Support Team Meeting

A Student Support Team Meeting has been scheduled for (date) _____,
(time) _____, in the (location) _____
of (Name of School).

The purpose of the meeting is to discuss _____
_____.

Professionals who will be in attendance at this meeting include:

Please advise the school administrator, in advance, if a guest will be accompanying you to this meeting.

Kindly call the school office (phone number) _____ if you will not be able to attend on this date.