**FAILURE TO ATTEND PARENT MEETING**

Date:

RE: Student Name:

Dear Parent / Guardian:

Since you were unable to attend the meeting to discuss your child’s English Language services, appropriate program placement and accommodations were made. Please find the copy of your child’s test score and ELL Student Plan (I-ELP) attached. Please sign and return it to the school.

If you have any questions, please contact me at

Sincerely,

EL Contact Date