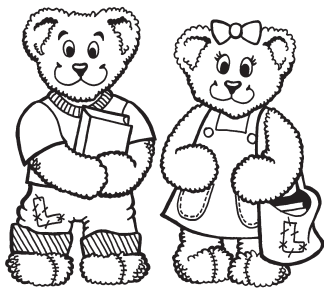


Jennifer Heptig
Principal



Debora Wichmanowski
Assistant Principal

Longleaf Elementary School

"Always Be Your Best"

3253 Town Avenue • New Port Richey, Florida 34655 • (727) 774-0800 • FAX (727) 774-0891

Date: _____

Dear Parents/Guardians of _____.

I would like to schedule a meeting with you to discuss your child's current academic status. You received information regarding your son's/daughter's progress in the areas of reading, writing, mathematics, and science.

Your son/daughter has not met minimum district standards in one or more of these four areas. I would like to schedule a time to consult with you as we move forward with our intervention process. Please let me know if you are available to meet with me on _____ at _____. If you are not available, please let me know when you will be available so that we can reschedule.

Thank you,

Teacher

Student's Name _____

_____ Yes, I will attend

_____ No, I am not available on that date, please keep me informed

_____ Please contact me to arrange a more convenient meeting. I am available on the following dates: _____

Parent Signature

Date