

Re:

,

Dear

Recently, evaluations were completed on my child, _____, who is a student at your school. I consented to evaluations listed below. It is my understanding that a Team meeting will be held to discuss them:

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I am writing to request copies of these evaluations. I request that these copies be provided as soon as possible, and understand that this will happen no later than two (2) days prior to the Team meeting.

Thank you for your attention to this matter.

Best Regards,