

Memo to Parent

Date

Dear Parent of _____:

It has been a pleasure to have your child in our early intervention preschool program. As s/he approaches kindergarten age, we are required to reevaluate his or her progress in order to make decisions about services for kindergarten.

California Education Code requires that the child be reassessed and a meeting be held prior to entering the kindergarten program. We will be reviewing the files, and adding information from teacher and parent reports. New testing will be conducted only if necessary.

The attached Assessment Plan shows the areas in which we will be reassessing. We will schedule an IEP meeting no later than 60 days after receipt of the signed Assessment Plan to meet with you to make decisions about whether or not your son/daughter continues to be a student with disability, and the services that he or she might need in kindergarten.

Please do not hesitate to call me if you have any questions about this process.

Name

Title

Phone/email