Brevard Public Schools, Florida
Parent Notification Letter

Student Name	Student #	Grade	School	Date

Dear Parent/Guardian:

This letter is being provided to you because a team of educational professionals recently met at the school and discussed your child's educational needs. Specifically, the team discussed the following:

The team members agreed that more information is needed regarding your child's progress in school in order that appropriate educational interventions can be implemented with your child. This information may include additional observations in the classroom and other settings at school. School staff may need to review and/or complete screening level assessments with your child in areas that may include vision, hearing, speech, language, academics, intellectual/cognitive ability, behavior, processing, or other areas as appropriate. The information gathered will help the school team design ways to better meet your child's educational needs.

We want you to know what we are doing to help your child at school and how your child is progressing. Information will be collected to measure academic and/or behavioral progress over the next several weeks. A conference will then be scheduled with you to discuss the information we have obtained. You may contact me at any time to discuss your child's progress or confer about any concerns you have.

Parents can request an evaluation for special education at any time. The request may be written or verbal, but it is important to document the date the request was made and the person to whom it was given. Communicate your request to the school counselor, ESE Support Specialist, or administrator at your child's school; or to the district Exceptional Student Education (ESE) office.

Please sign this form to let me know that you have received this notification letter.

_____ _____ _____

Teacher Name (Printed) Teacher Signature Phone

Comments:

Parent Notification Letter Provided: ☐ In Person ☐ By U.S. Mail/E-mail

Parent/Guardian Completes this Section:

I have read and understand the information in this letter.

_____ _____

Parent/Guardian Signature **Date**

Please sign above and then return this letter to your child's teacher at school.

Form may be completed at parent-teacher conference for additional problem solving assistance.