



PUTNAM COUNTY SCHOOL DISTRICT
English Language Learner (ELL)
Committee Meeting Parent Invitation

An ELL Committee meeting has been scheduled to discuss information regarding your child's English language proficiency, academic progress and the appropriate educational program for your child.

It is important that you attend and participate in making the educational decisions for your child. If you are unable to attend, you will be notified of the Committee recommendations.

Fill in the bottom of this form and return to your child's school. Do not hesitate to call the school if you have any questions.

STUDENT NAME <i>(first, middle, last)</i>	STUDENT NUMBER	GRADE	TODAY'S DATE / /
SCHOOL	CONTACT		CONTACT TELEPHONE () -

Purpose of the meeting:

The meeting is scheduled on:

Date _____ Time _____ : _____ AM PM

Place _____

Invitation by phone: Date: ___/___/___ School Personnel Making Call _____

 PRINCIPAL/DESIGNEE SIGNATURE DATE

 Student Name *(first, middle, last)* _____

Return this portion of the form if you will or will not be attending the meeting.

- Yes, I will attend.
- No, I cannot attend; but, please notify me of the Committee's recommendations.
- No, I cannot attend; but, I will call the contact person named above to reschedule the meeting.

 PARENT/GUARDIAN SIGNATURE DATE

