

Dear [Parent/Guardian Name],

I hope this message finds you well. I am writing to let you know that I have completed the educational evaluation for [Student's Name].

**Evaluation Determination:** Based on the assessment results, [Student's Name] [meets eligibility / continues to meet eligibility / no longer meets eligibility / does not meet eligibility] for special education services under the category of [eligibility category, if applicable].

I have attached the completed evaluation report to this email for your review. I know these reports can contain a lot of technical information, so I would love the opportunity to go over the results with you and answer any questions you may have. We can meet in person at the school, talk by phone, or connect through Google Meet— whichever works best for you.

**Please let me know which of the following times works for your schedule:**

- [Date and Time Option 1]
- [Date and Time Option 2]

If neither of these times works, please feel free to suggest an alternative and I will do my best to accommodate.

I have also included a copy of the Procedural Safeguards, which explains your rights as a parent throughout the special education process. Please don't hesitate to reach out if you have any questions about this document. Someone from the campus should reach out to you shortly to schedule the Annual Review and Dismissal (ARD) committee meeting.

Thank you for your partnership in supporting [Student's Name]. I look forward to speaking with you soon.

Warm Regards,