

Cooperative School Services

1389 Saint Gaspar Drive
Rensselaer, IN 47978

Phone (219) 866-8540 / (800) 832-3394 ~ Fax (219) 866-4668

SE 24

Date _____

Dear _____ ,

The case conference committee meeting which was arranged with you was held as scheduled. We are sorry that you could not attend. Copies of the information discussed at the meeting are enclosed. The committee has decided to propose the following regarding your child's educational program:

This proposed action or refusal to act is based upon the following:

(See Case Conference Report for additional information)

Please read the enclosed information and sign the case conference committee meeting report at all places which are highlighted. Please return only the highlighted pages in the enclosed self-addressed, stamped envelope.

Should you have any questions, please call _____
at _____ within the next ten instructional days.

Sincerely,

4/09

forms: SE 24

**Believing in the worth and dignity
of every person**

- SERVING -

Benton Community ~ Frontier ~ Kankakee Valley ~ North Newton ~ Rensselaer Central ~ South Newton ~ Tri-County ~ West Central