

# MO Sample School

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November 20, 2015

Dear Mr. Jones,

Thank you for your time this afternoon to discuss supports for Pat on the phone. As a follow-up, I wanted to give you more information about the process and timeline for gathering information and meeting.

We will begin accumulating data (attendance, grades, etc.) for review at our meeting. We will also schedule interviews with you, Pat, and Pat's teachers.

Are you available on November 31, December 1, or December 2 for someone from the team to contact you? We would like to meet as soon as the information has been gathered. We have reserved 2:30 pm on December 2. If this does not work for you, please let us know and we will find a better time.

Thank you for your support and participation in planning for Pat's success! We are looking forward to working together. Please call with any questions or concerns.

Sincerely,

*Mrs. Vista*

Ms. Vista