



McLEAN COUNTY PUBLIC SCHOOLS
Educational Opportunities for the Future

410 KY 136 East
P.O. Box 245
Calhoun, Kentucky 42327

Terence Hayes
Superintendent
Phone: (270) 273-5257
FAX: (270) 273-5259

Date ____/____/____

Dear _____,

The Admissions and Release Committee (ARC) met to discuss your child's needs. You are a member of this important committee and were invited to attend. We are sorry you could not attend the meeting. We are enclosing all relevant documents discussed as well as a copy of the Conference Summary Report. This report describes the proposed action recommended by the committee, the reasons for this proposed action, and your rights as a parent. Please review this information carefully.

If the proposed action on the Conference Summary Report is to evaluate your child or to place your child in special education, we must have your written permission. Consent forms are included and can be signed and returned to your child's school. If the ARC decision includes anything other than evaluation or initial placement, then the proposed action will be implemented no later than ten (10) school days following the meeting. If you disagree with, or have any questions about the proposed action, or about your rights, please call me at _____.

Respectfully,

MCPS Representative

Enclosures:

- Parents' Rights
- Conference Summary Report
- Consent to Evaluate/Re-evaluate
- Individual Education Plan (IEP)
- Re-evaluation Information
- Other _____