

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE - EXHIBIT: SPECIALIZED PROGRAM
LETTER TO PARENTS

<i>EXHIBIT CODE:</i>	<i>708 E 002</i>
Policy Reference: 708 - Alternative Programs	Procedure Code Reference: 708 AP 004 – Specialized Program Placement

EXHIBIT

See below for Letter to Parents/Guardians regarding Student Placement in a Specialized Program.

Approved: February 25, 2019
Revised: _____

DATE

NAME OF PARENTS/GUARDIANS

STREET ADDRESS

Medicine Hat, AB

POSTAL CODE

Dear *Name of Parents/Guardians*;

After review of recent assessments and consideration of programming needs, an application has been made to admit *Student Name* to the Specialized Program at Herald School beginning in *Month, Year*. This letter confirms your child's admission and placement in this program.

Best wishes to *Student Name* in this placement. We wish your child every success!

If you have any questions or concerns regarding this placement, please feel free to contact me at tracy.hensel@sd76.ab.ca.

Sincerely,

Tracy Hensel
Associate Superintendent, Student Services
Medicine Hat Public School Division

cc: *Principal, School*