

Letter to Parent – SAL Committee Date

(Date)

Dear (Name of Parent):
(parent address)

Re: SAL Application for (name of student)

This letter is to confirm that the Supervised Alternative Learning (SAL) Committee will meet to review your application for a SAL placement for your child. You and your child are invited and encouraged to attend the meeting. The meeting will be held on (date) at (time) at (location). Please advise (name of person) at (telephone number) if you cannot attend for any reason.

If you are dissatisfied with the decision of the Committee, you may request a consideration of the decision within 10 days of receipt of the decision.

Yours truly,

(Name)
Superintendent of School Effectiveness

cc (Name of Principal)
(Names: Members of SAL Committee)
(Name of Attendance Counsellor)