



**Suggested Framework for Letter to Parents Explaining Purpose, Time and Location of Meeting**

**Head Office**

P.O. Box 3110  
863 Airport Road  
North Bay, ON  
P1C 1A5  
Fax: 705.472.9927

Date: \_\_\_\_\_

Mr. \ Mrs. \_\_\_\_\_  
\_\_\_\_\_

Dear Mr. \ Mrs. \_\_\_\_\_:

**Parry Sound Resource Centre**

111A Isabella Street  
Parry Sound  
ON P2A 1N2  
Fax: 705.746.7367

As indicated in the letter from the Board's Attendance Counsellor, the Near North Board attempts to ensure that the rights of every child under its jurisdiction are protected. A report indicating concern for your child's rights was recently received. When this occurs, the Board attempts to ensure that minimum standards for your child's education are being met. I have asked \_\_\_\_\_ to carry out an assessment to determine this.

These minimum standards are defined as recognizable growth in Reading, Writing and Mathematics. It is not our intent to assess your program. We believe that parents have the right to select the program that they feel is best for their child, providing the child is growing in his/her understanding of the above three areas.

To accomplish this, parents have the choice of three options:

- 1) Assessment of their child's achievement in Reading, Writing and Mathematics using a standardized test.
- 2) Assessment of their child's growth by having the child explain his/her progress using notebooks, workbooks, completed reports and tests.
- 3) Assessment of your child's growth by having you explain his/her progress using the child's notebooks, workbooks, completed reports and tests.

Main switchboard  
for all offices:  
705.472.8170

Toll free:  
1.800.278.4922

Web site:  
[www.nearnorthschools.ca](http://www.nearnorthschools.ca)

I trust that this will clarify the reason for this appointment at (Time) on (Date) at (Location) (at Address). If the time, date or location are unsuitable, do not hesitate to request an alternative.

If I can be of any further assistance, please contact me at the Near North District School Board's office at (705) 472-7015 or 1-800-278-4922, Ext. \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Superintendent of Program and Schools

cc: Attendance Counsellor  
\_\_\_\_\_ Designate