**Parent Notification of Individual Graduation Committee meeting**

***[School year]***

***[Insert name of school district/campus]***

Date:

Dear Parents of ***[Insert name]***:

New to Texas law S.B. 149 requires a school district or open-enrollment charter school to establish an Individual Graduation Committee for each student who fails to pass not more than two End-of-Course assessments and is in their 11th or 12th grade year as of the 2014-15 school year, to determine whether the student may satisfy high school graduation requirements through alternative methods that show a sufficient understanding of the knowledge and skills taught and tested in the subject.

Under Texas law, to receive a diploma, a student must complete all course work for their diploma program and pass all state assessments. This law allows students to qualify for a high school diploma based on an Individual Graduation Committee review and recommendations.

The results of your child’s assessment are attached. Your child did not meet the passing standard on the following End-of-Course assessment(s) after two or more attempts:

☐ **English I** assessment

☐ **English II** assessment

☐ **Algebra I** assessment

☐ **Biology** assessment

☐ **US History** assessment

Because your child did not meet the passing standard, under Texas law, there will be an Individual Graduation Committee meeting at the school to determine further steps needed for your child to graduate.

This law requires that the child’s parent(s), or a designee, be involved in this meeting. The Individual Graduation Committee meeting for your child is scheduled for:

Day and Date: ***[Insert day and date]***

Time: ***[Insert time]***

Location: ***[Insert room #]***

Working together, we can help ensure your child’s success. We look forward to seeing you at the individual graduation committee meeting. If you have any additional questions, please contact the school at ***[Insert campus phone #]***.

Sincerely,

***[Insert name of campus principal]***

***[Insert name of campus]***

Attachments: ***[STAAR/STAAR A]*** Confidential Student Report