

EDUCATIONAL PLANNING AND COUNSELING SERVICES

KENNETH DAVIS MA CTRS

INDEPENDENT EDUCATIONAL CONSULTANT

PARENT LETTER OF INTRODUCTION

I

DEAR PARENT,

THANK YOU FOR YOUR INQUIRY REGARDING OUR SERVICES WITH OUR EDUCATIONAL CONSULTANT. WE WOULD BE HAPPY TO ASSIST YOU IN FINDING THE BEST OPTIONS FOR YOUR CHILD IN A SCHOOL OR PROGRAM. TO FOLLOW UP TO OUR CONVERSATION PLEASE COMPLETE THE FOLLOWING:

- PLEASE REVIEW OUR WEB SITE AND GO TO OUR FREQUENTLY ASKED QUESTION SECTION TO ANSWER MANY OF YOUR QUESTIONS.
- COMPLETE THE PARENT ASSESSMENT LISTED ON THE SIDE BAR OF THE WEB SITE AND THE TYPE OF SCHOOL YOU ARE LOOKING FOR
- SEND THE ASSESSMENT TO US BY EITHER FAXING THE INFORMATION OR MAILING THIS TO US.
- CALL US IF YOU HAVE ANY FURTHER QUESTIONS AND NEED ANY CLARIFICATION

THE FINAL PAYMENT TO THE AGREEMENT MUST BE PAID WITHIN 10 DAYS AFTER THE PLACEMENT. A BREAKDOWN OF THE FEES WILL BE INCLUDED IN EACH MAILING TO YOUR ADDRESS. PLEASE RETURN ALL DOCUMENTS AND YOUR CHECK OF BANK DRAFT TO OUR ADDRESS BELOW.

YOU CAN ALSO HAVE A PAYMENT LINK SENT TO YOU DIRECTLY WHICH WILL GIVE YOU THE OPTION TO CONVENIENTLY PAY ON LINE, WHILE WE CANNOT MAKE ANY FINAL DECISION ON A SCHOOL UNTIL WE REVIEW THIS INFORMATION, WE CERTAINLY WILL DO ALL WE CAN TO HELP WITH YOUR CHILD. ALLOW US TIME TO COORDINATE A VISIT WHEN NEEDED OR TO COMPLETE THE PROCESS OF WORKING WITH YOUR FAMILY.

PLEASE SEND ANY PAST GRADES, PSYCHOLOGICAL OR MEDICAL REPORTS OF YOUR CHILD, WHICH WILL HELP US IN THE OVERALL PLACEMENT, WE CAN BE REACHED AT THE FOLLOWING NUMBER **623 398-5669** OR PLEASE LEAVE A MESSAGE OR EMAIL ME AT INFO@EDUCATIONAL-PLANNING-AND-COUNSELING.ORG OR FAX ANY INFORMATION TO THE FAX LISTED BELOW.

WE WILL WORK QUICKLY ON YOUR BEHALF AS SOON AS THE RETAINER HAS BEEN MADE!

LOOKING FORWARD TO WORKING WITH YOUR CHILD AND FAMILY!

SINCERELY YOURS,

EDUCATIONAL PLANNING AND COUNSELING SERVICES

KENNETH DAVIS, MA Ed CTRS

EDUCATIONAL CONSULTANT /THERAPIST

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