

*meeting teacher*

November 25, 1955

Mrs. Alice Cady

Hamilton, Va.

Dear Mrs. Cady:

Prior to the beginning of the school year 1953-54 we worked out a plan to have schools make two copies of written referrals made out and one sent to me and one to you. This seemed to be working very well that year. During the past year a greatly reduced number were sent to me. During this school year I have received only one.

We have had no understanding that this plan is to be discontinued and it does not seem proper that it be discontinued by default. You should recall that I stated orally that it is all right for teachers to call you on the telephone or to talk to you when they see you about any problem relating to one of their pupils but that it should be clearly understood that if any follow up work is to be done the teacher should be instructed to make the written referral and send me a copy.

I think we ought to talk about this and have an understanding as to our procedure.

Very sincerely yours,

O. L. Emerick