

Education Specialists, LLC

10615 Shadow Wood Drive, Ste. 280

Houston, TX 77043

Phone: 713-461-7996

Tamra “Tami” J. Clark, M.Ed. * Olivia Wuensch, M.Ed. * Wendy Bischoff

Dear Parents,

We look forward to testing your child at our office as part of the required admission process for **The Village School**.

Our office (10615 Shadow Wood) is located just east of the Sam Houston Tollway on the south side of Shadow Wood. Shadow Wood is between Westview and Hammerly – North of I-10, Katy Freeway. Our office is a two-story building. Parking is available on three sides of the building. Our office, suite #280, is on the east end of the building on the second floor, last office in the hallway.

You may contact me at 713.461.7996 to schedule your appointment for testing. The enclosed Confidential Student Information form is to be completed prior to testing. Please bring this paperwork along with the assessment fee of \$250.00. The fee is due in cash or check payable to Education Specialists, LLC when you come to your scheduled appointment.

Please come with your child to our waiting area a few minutes before your scheduled appointment time. This will help your child get comfortable with the setting, as well as, help our office run on schedule. **Please have only one person attend the testing appointment with your child**, this will help our office to remain quiet for the children testing.

Please make any cancellations or changes at least 24 hours in advance to avoid the \$30.00 cancellation fee.

Your child’s results will be forwarded to The Village School within a week of completing the assessment. If you wish to obtain a copy of the report and to have a conference about the results, an appointment can be made directly with the examiner that works with your child. This service is provided for an additional charge.

Call 713.461.7996 several days ahead if you need further directions or clarification.

We look forward to meeting you and working with your child.

Sincerely,
Tami Clark