Sample Invitation to Participate in Individualized Intervention Planning

Date:

Dear Parent/Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Your child has been participating in intensified small group reading support since [date]. A school team has been monitoring your child’s progress frequently and has determined that a more individualized reading intervention may be needed to help your child progress.

The team will meet at school to discuss how to best help your child on:

Date:

Time:

Room #:

The purpose of this meeting is to share information about your child and to discuss collaboratively how we can further support his/her reading development. Staff members who work with your child will attend the meeting to provide information. We would also like to get parent input on your child’s strengths as well as any concerns you may have about your child that may be affecting his/her reading performance at school. The goal is to develop a more individualized reading intervention plan to help your child be successful.

We invite you to attend this meeting. It is important that you attend, so please call to let us know if we need to find a different day and time to meet. If you are not able to attend, a representative from the team will be sure to call you to discuss the information presented at the meeting and the plan for individualizing your child’s reading support moving forward.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Title Phone