

Date



Dear Parent/Guardian

My name is [REDACTED] and I serve as the Response to Intervention Coordinator for MMIS. You have probably received letters, print outs, and/or phone calls from me pertaining to your child this year. We are halfway through the year and our students are making progress. This time each year, I like to reach out to you all and offer the opportunity for you to come in or schedule a phone conference to discuss your child's data. My goal for this time is to be able to clarify any questions you may have regarding RTI, better explain assessment data, and discuss the progress your child is making with the current interventions in place. With an in-person conference or phone call, I hope that I can help explain things. Another goal for me is to explain the many interventions that we are doing to help your child.

We will discuss Scantron reports, STAR Reports, interventions, student progress, and goals for your child.

Please propose 2 dates and times that would work best for your schedule and I will call to confirm the meeting with you.

Sincerely,

[REDACTED]
[REDACTED]

My child's name _____.

Please check which type of conference you would prefer to have:
 telephone in-person conference

Below are two dates/times that work best for my schedule:

Date _____ Time _____

Date _____ Time _____

Please contact me at this number to confirm the time. _____