

December 8, 2008

Dear _____:

_____ has now been receiving Tier III reading support for eight or more weeks. It is time to review his progress to-date and determine the level of success of his current instructional program. We would like to have you attend a team meeting for this purpose on Thursday, December 18, at 2:00 in the afternoon. As part of this review, the team, with your input, may opt to make a referral for further special education evaluation. The meeting will be held in the office. In attendance will be some or all of the following Response to Intervention (Rtl) team members:

- _____ – Principal
- _____ – Behavior Specialist
- _____ – School Counselor
- _____ – Instructional Facilitator
- _____ – Math Coach
- _____ – District Rtl Coordinator
- _____ – Reading Teacher
- _____ – Classroom Teacher

Our team is not complete without you as parents. We value your insights, opinions, and invite your participation, in our continued educational planning and support of _____. Please notify us if you will be able to attend, or if you wish to reschedule this meeting for a different time. You can respond via phone or e-mail to the following:

Sincerely,
The Rtl Team