

Sample Letter

Parent Notification of RESPONSE TO INTERVENTION SERVICES

Date _____

Dear Parents,

Pine Tree School has services available to all children to provide support and extra instruction as needed throughout the school year. A child's progress is monitored and these findings are used to make decisions about instruction and learning supports. This process is referred to as Response to Intervention (RtI).

Recent assessments and observations indicate that your child, _____ could benefit from extra instructional support in the following area (s):

At this time, additional school staff will address these concerns by providing supplemental instruction to your child. The instruction will be provided either in a small group or individually _____ days per week for up to _____ minutes per day. The teacher in charge of providing the instruction will be _____. Data will be collected to assess the effectiveness of this intervention every _____ weeks. If you have any questions or would like more information regarding what you can do at home to support your student, please call your child's classroom teacher at 447-2882.

Thank you in advance for your support!

Sincerely,

Aimee Frechette
Principal
Pine Tree School