

Alton Community Unit School District #11

Date: _____

Dear Parent/Guardian:

We have scheduled an Intervention Team meeting to discuss your son or daughter's academic/behavioral progress. The Intervention Team consists of the general education teacher, speech/language pathologist, social worker, school psychologist, Title I teacher(s), and building administrator. The Intervention Team discusses accommodations/services that can help your child make greater progress and be more successful at school. Please do not be alarmed regarding the number of people on the Intervention Team. We use of all the members' expertise to optimize the services your child receives.

We would like to invite you to the team meeting on _____ which is scheduled for _____ in room _____. Please contact the school if you have any questions or would like to reschedule the meeting. If you need assistance with transportation, please contact the office. Parent involvement is very important to this process and we will work with you to create a suitable appointment time.

If you have any questions, please feel free to contact me at the number listed above.
Have a wonderful day!

Sincerely,