

**PARENT
RESPONSE TO INTERVENTION (RtI) TEAM MEETING INVITATION**

To the parents of: _____ Date: _____

Dear Parents:

This letter is to inform you that there is a concern about your child's progress in school. We have implemented some accommodations for your child and wish to arrange a meeting to discuss further accommodations and interventions to ensure that your child is successful and is afforded access to an appropriate education. We would very much appreciate your participation in a meeting that has been scheduled as follows:

Location: _____

Date: _____

Time: _____

If you have any questions, or if this meeting time is not convenient for you, please call me at the number below and we will discuss your questions or arrange a mutually convenient meeting time.

Sincerely,

RtI Campus Coordinator: _____

Phone: _____

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Student Name: _____ Teacher: _____

Please complete and return the following statement to your child's teacher.

_____ Yes, I will attend the meeting scheduled above to discuss my child's academic/behavioral needs.

_____ No, I am unable to meet at the scheduled time. I will call to reschedule an appointment.

_____ No, I am unable to meet at the scheduled time. Please hold the meeting without me.

Parent Signature: _____ Date: _____

Interpreter Signature: _____ Date: _____