

Collaboration Phase: Community Stakeholder Invitation Letter

PURPOSE

The sample Community Stakeholder Invitation letter is to provide an invitation to include important community stakeholder perspective and input in the Tiered System of Supports process. This is critical for strong collaboration among all adults in a student's context.

DIRECTIONS:

This Community Stakeholder Invitation letter is to be sent (via mail, fax or email) as soon as possible prior to the Tier 3 meeting. It can be sent by the teacher or Tier 3 lead. **Please note: This letter should be sent only after having written or verbal permission from the student's caregiver.** This letter can be copied and pasted onto the school's letter head.

Sample Stakeholder Letter

Date: []

Dear Community Stakeholder(s),

One of the goals of our school is to ensure that all students are successful learners and high achievers. The purpose of this letter is to inform you that **[student name]** continues to have success in **[student's strengths]**. However, at this time we are concerned that **[student name]** is having difficulty with **[academic/social emotional concern]**.

In a collaborative effort to ensure that **[student name]** continues to have success in the classroom/school environment, our school utilizes a team approach to develop plans that support our students in reaching their highest potential. This team is called **[team name]**. As a result of the above concerns, **[student name]** was referred to the **[team name]** by their teachers. Membership of this team includes **[administration, other service providers, guidance, the referring teacher, and outside agencies involved (where applicable)]**.

The team was informed that you play a role in **[student name]'s** life as their caregiver and **[our school]** welcomes your perspective. We would like to invite you to partner with us in this planning process to provide input into how we can continue to support **[student name]'s** ability to thrive in school. To that end, we have scheduled a meeting with the team on **[date and time]**.

Please let us know if you are able to attend. If you cannot make it, we can discuss an alternate way of incorporating your input before or during the meeting. *Following the meeting, you will receive a copy of the student's goals with details regarding your role in the plan designed to support them, if indicated.*

If you have any questions or have any additional information you wish to provide that might assist the team, please feel free to contact **[email and phone number]**.

Sincerely,

[Teacher, Tier 3 lead, or Tier 3 team members]