

Collaboration Phase: Caregiver Letter

PURPOSE

The sample Caregiver Invitation Letter provides a pathway to include important caregiver 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 Caregiver Invitation Letter is to be provided as soon as possible to the parent prior to the Tier 3 meeting. It can be sent by the teacher or Tier 3 lead. Language translations should be created, as needed.

Sample Caregiver Letter

Date: []

Dear [Caregiver's name],

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 include [list members - administration, other service providers, guidance, the referring teacher, and outside agencies involved (where applicable)].

The team recognizes that you play a vital role in [student name]'s education and [our school] welcomes and respects 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 your student's goals and the plan designed to support them.*

If you have any questions or 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]