

Meeting Invitation for Student At-Risk

Student Name: _____ Date: _____
(mm/dd/yyyy)

School: _____

Dear Parent or Guardian:

Your child is currently not doing well in school. He or she is not learning the necessary skills to be successful in school. Our teachers have worked hard to accommodate your child's learning needs, but your child is at-risk academically and not succeeding in school or in certain classes.

It is important that we meet with you to discuss your child's progress and possible actions. We hope that we can develop a plan that will help your child be successful in school.

A meeting has been scheduled for the following date, time, and location:

Meeting Date: _____ (mm/dd/yyyy) Time: _____

Meeting Location: _____

School Staff attending this meeting may include the following individuals:

- ____ Your child's teacher(s): _____
- ____ School Administrator: _____
- ____ Counselor or School Psychologist: _____
- ____ Learning Specialist or Therapist: _____
- ____ Other: _____

You may invite others to attend the meeting with you or ask other school staff to be in attendance. If you have any questions about this meeting or if you cannot attend on the scheduled date or time, please contact me as soon as possible.

Sincerely,

_____	_____
Name	Title
_____	_____
Phone	Email Address

Please check one: Please have an interpreter available. Language: _____
 I do not need any translation/interpretation assistance.

Please sign and date below to show that you have read and received this information. Please return the entire form to your child's teacher.

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Copy to Student Cumulative Folder