

**Jefferson County Schools
School Intervention Team
Parent Conference Invitation**

Dear _____:

[] We are writing to inform you that _____ is having some academic difficulty. We would greatly appreciate your help in working with us and the other members of the School Intervention Team to resolve these issues. You are a vital member of this team and we value your input.

We will be having a meeting to discuss your child's needs. It is our hope that we can develop an educational plan to help your child achieve the necessary skills for success in the ___ grade. We request your assistance in developing this plan. If you are unable to attend, you will be notified of any decisions.

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[] Last grading period, we met and developed a plan to address the needs of your child. It is now time for us to meet to review your child's progress. We need to determine if this plan is working or if another plan is needed.

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[] We have been working very hard during this school year and you have been informed of your child's progress. It is now time to consider if your child's difficulties have been resolved or if further assistance is needed to obtain the help that your child needs. Please come meet with us to discuss a referral for special education evaluation.

We would like to meet with you as soon as possible to discuss these problems and how we can help resolve them.

Place: _____

Time: _____

Date: _____

_____ School Intervention Team Chair

_____ Classroom Teacher