



# Student Support and Progress Team Parent Invitation Letter

\_\_\_\_\_

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

The goal of our school is to ensure that all students are successful learners and high achievers.

In an effort to ensure that \_\_\_\_\_ continues to have success in the classroom and at school \_\_\_\_\_ has been referred by \_\_\_\_\_ to the Student Support and Progress Team (SSPT). The SSPT is a teacher and student support system designed to problem-solve on how we can help \_\_\_\_\_ be more successful in school. Teachers, administrators and other school support personnel are members of the team.

As you know, you play an important role in your child’s education. The school welcomes and respects your input. We would like to invite you to join us as a member of the team to help find ways in which \_\_\_\_\_ can continue being successful in school.

We have scheduled a meeting on \_\_\_\_\_ at \_\_\_\_\_ to design a support plan for \_\_\_\_\_.

Please let us know if you are able to attend by checking one of the responses below:

- I will attend the meeting as scheduled.
- I will need the following accommodations so that I may attend the meeting:  
\_\_\_\_\_.
- I would prefer to participate by telephone. Please contact me at \_\_\_\_\_.
- I will not attend the meeting, but would like a contact from the teacher or team.
- I would rather come on \_\_\_\_\_.
- Please contact me at \_\_\_\_\_ to reschedule.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please sign and return this letter to your child’s school. Please feel free to contact me if you have any questions. I may be reached at \_\_\_\_\_.

We look forward to hearing from you.

Sincerely,  
  
\_\_\_\_\_