

INTERVENTION AND REFERRAL SERVICES

SAMPLE PARENT OR GUARDIAN LETTER

Confidential

NOTE: A personal interview with the student's parent or guardian is always the preferred method of contact. A personal conversation provides the opportunity for the I&RS team to achieve the following objectives: 1) Provide support to the parent, 2) Obtain important data, and 3) Develop a personal relationship. The Sample Parent Questionnaire and Sample Parent Interview provides suggested questions to be explored during the interaction. If personal notification is not possible, the district might consider corresponding on school letterhead, accompanied by the Parent Questionnaire.

Mr. and Mrs. Parent
Home Lane
Nuclear-Extended Family, NJ 00000

Date

Dear Mr. and Mrs. Parent:

We have a new opportunity to provide assistance to your (*daughter/son*), (*student's full name*), through the school's Intervention and Referral Services Team. Working in cooperation with families, such as yours, enables the team to better understand how to provide appropriate help to all of our students. Your knowledge and information regarding (*student's first name*) is most valuable to us in determining the best way to proceed to support you and your child.

We invite you to either call (*school representative for this case*) at (*school representative's phone number*) to discuss the matter, contact us to schedule a school visit, or notify us of the best way to reach you. You can reach us between the hours of _____ a.m. and _____ p.m.

You can also help us by completing the attached Parent Questionnaire and returning it in the enclosed envelope as soon as possible. The information you provide will help us to determine a positive course of action, and will be strictly held in confidence.

Together, we can be more effective in helping your child achieve (*his/her*) potential. Thank you for joining with us in this effort. We look forward to hearing from you.

Sincerely,

Edith Educator, School Representative

Enclosure

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