

*INTERVENTION AND REFERRAL SERVICES*

***SAMPLE STAFF THANK YOU MEMO***

*Confidential*

TO: \_\_\_\_\_  
FROM: \_\_\_\_\_, I&RS Team Member  
DATE: \_\_\_\_\_  
SUBJECT: Thank You for Reporting Information on \_\_\_\_\_  
*(student's name)*

Thank you for your cooperation in returning the information collection form for the above-named student. Your input will be added to information gathered on the student from a variety of sources. A determination on remedial action will be made soon. Respecting the laws governing confidentiality, we will make every attempt to keep you informed.

The cooperation and support of the entire school community is vitally important for the success of the I&RS Team in helping staff, parents and students in need of assistance.

Thank you for your cooperation.

c: