

## Sample Problem-Solving Team Meeting Invitation

Dear \_\_\_\_\_,

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

**Our school is committed to supporting student success. If a student experiences difficulty in academics or behavior, it is important for schools and families to work together. You are invited to participate in the planning, implementation, and monitoring of your child's interventions. Your participation as a team member provides essential information about your child. Thank you for partnering with us. Please communicate with us at any time.**

As a follow-up to our previous conversation, we would like to invite you to a team meeting on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_. The purpose of this team meeting is to share information about \_\_\_\_\_ and discuss how we can work collaboratively with you to provide school and home support. Staff members who work with your child will be at the meeting, as well as others who can help in planning for success. If there is anyone you would specifically like to attend from school or elsewhere, please let us know. If this time won't work for you, we will try to reschedule, or we will find a time to share information so that we have your input and ideas.

Attached is a home information form. This information can help the school staff in learning more about how you see your child. We will be contacting you before the meeting to review this information with you and answer any questions you may have about this team partnering process.

Sincerely,

Position: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Attachments: Home Information Form, Brochure with Insert

Adapted from Cherry Creek Schools. (2006). *Response to Intervention Rtl/Problem-Solving Process: Essentials*. Greenwood Village, CO: Author.