

PROBLEM SOLVING TEAM Meeting Notice

Dear _____ :
(Parent/Guardian)

The Intervention Team has been monitoring the progress of your child, _____.
This team's purpose is prevention of academic and behavior problems and the support of group programs for all students. _____ called you regarding your child's progress
(Teacher's Name)
on _____ .
(Date)

The Problem Solving Team is planning on meeting at school to discuss your child's needs and to plan an individualized support program on: _____ at _____.
(Date) (Time)

We will be meeting at _____ in _____.
(Building) (Room)

We invite you to attend this meeting and welcome your participation in this process. If you would like to attend please contact _____ at _____
Problem Solving Team Coordinator (Phone number)

for more specific information on the time and place.

If you have questions regarding the Problem Solving Teams process, please contact your school's principal. .

IMPORTANT NOTICE REGARDING SPECIAL EDUCATION: Sometimes students experience substantial on-going difficulties in school as the result of disabilities. If the school team or your child's teacher(s) have this concern, they will contact you to discuss it. If you are concerned that your child may have a disability and is in need of special education services, please contact the Special Education Director at (541) 447-3743