



Educational Service Unit 7

Parent/Guardian SAT Meeting Initial Invite

Dear Parent/Guardian:

_____’s classroom teacher has contacted you regarding difficulties your child has had in the area(s) of _____. The Student Assistance Team (SAT) meeting for your child is scheduled to occur on _____. The purpose of SAT is to develop an intervention(s) that will promote your child's success in school. Please complete the enclosed Parent Input form and return it by the date listed at the end of the form.

Please be prepared to discuss the following during the meeting:

- * Strengths and concerns you have noted in your child
- * Suggestions on what works for your child

A SAT team case manager will contact you prior to the meeting to answer any questions you might have and to encourage participation. The classroom teacher, members of the SAT, and others directly involved in your child’s education will be present at the meeting. Specialists with knowledge of interventions, such as school psychologists and speech language pathologists may also be present at this meeting.

Screening procedures such as observations, interviews, and progress monitoring, may be conducted by SAT members, (i.e., school psychologists, speech language pathologists, guidance counselors, and classroom teachers) in preparation for the meeting and throughout the SAT process.

Parents are partners in education, and your input is vital to your child's success.

Sincerely,

SAT Coordinator

Contact Information:

Phone: _____

Email: _____