**Progress Monitoring Letter Template A: Adjust the Intervention**

Dear Parent/Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

As you know, your child is enrolled in our check-in system. The purpose of the check-in system is to provide your child with additional supports so that they can meet the school-wide expectations of being (insert school-wide expectations).

This letter provides with you an update of your child’s progress.

Intervention Goal:

Current Progress:

Intervention Decision: Adjust the Intervention

Because progress has not been as expected, we have decided to adjust the intervention to enhance its effectiveness. The following are the intervention adjustments we will put in place:

To support positive progress, we encourage you to continue reviewing the daily reports with your child and have discussions about how they are doing at school:

* A positive experience they had a school
* A situation or work that they are struggling with
* An example of how they demonstrated the school-wide expectations (insert your expectations)
* Provide praise for successful school behavior and accomplishments

If you have any questions regarding this decision, please feel free to contact (insert name and contact information)