Dear Parent/Guardian of ,

Since (insert date), (insert student’s name) has been participating in a check-in system to address (insert needs). At this time, (insert student’s name) progress monitoring data indicates that (he/she) has met the intervention goal, suggesting that it maybe time to begin fading the intervention.

I would like the opportunity to discuss the process for fading out the check-in system intervention and get your input in the decision-making process. Using your preferred method of communication, please let me know when is a good time to schedule a meeting.

You may reach me by email at:

You may reach me by phone at:

We can schedule our discussion by phone, in-person, or by video conference depending on your preference.

I look forward to talking with you,