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

Here at \_\_\_\_\_\_\_\_\_\_ School we are committed to working with our students to ensure that they have a positive school experience and develop the social and emotional skills needed to be successful in and out of the classroom setting.

You are receiving this letter because your child has been identified to receive an intervention to support their social and behavior needs. We made this determination based on the following criteria:

* List criteria

We believe that with some assistance, your child will overcome these difficulties so that they can have a successful school experience. Based on the following considerations, we will enroll (insert student’s name) in our school’s check-in system. A check-in system will provide (insert student’s name) with daily positive adult contact in the morning and the afternoon, structured in-class feedback from teachers, and incentives for meeting goals.

I would like the opportunity to tell you more about the intervention and gather your input for considerations and strategies. 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.

Thank you,