

Dear Parent/Guardian,

Attached is a form called the *Developmental History*. The *Developmental History* is a questionnaire that is designed to gather information about your child's development, from birth through today. We are asking you to share this information so that we can plan effective instruction for your child.

The *Developmental History* is not mandatory but is very helpful to our school team in supporting your child. The information is strictly confidential and will only be used for planning instruction for your child. This information will only be shared with staff members who are planning your child's instruction.

Besides gathering information, the school team will be meeting in the near future to plan instruction for your child. This school team is called the Response to Intervention (RTI) Team. *The details about this upcoming meeting are on the reverse side of this page.* Your input is valuable in designing effective support for your child and we hope that you will attend this meeting.

Please place the *Developmental History* back in the envelope and return it to your child's teacher or the School Counselor. If you have any questions or concerns, call the school and ask for the Counselor, Instructional Coach or Principal.

Sincerely,

**RESPONSE TO INTERVENTION (RTI)
TEAM MEETING NOTICE**

Date: _____

Dear _____:
(Parent / Guardian)

_____ has been brought to the attention of the Response
(Student)
to Intervention (RTI) Team. The Response to Intervention Team is responsible for
creating an individualized instructional plan for your child. The team will meet to create
a plan that supports your child in these areas:

- | | |
|--|--|
| <input type="checkbox"/> Reading (Reading) | <input type="checkbox"/> Attendance (Attendance) |
| <input type="checkbox"/> Writing (Writing) | <input type="checkbox"/> Behavior (Behavior) |
| <input type="checkbox"/> Math (Math) | |

The team will meet at school to discuss your child's needs and plan an instructional program on:

Date: _____

Time: _____

Location: _____

Your input is valuable in designing effective support for your child and we hope that you will attend this meeting. If you would like to do so, please contact

_____ at _____ for more information.
(Contact Person) (Phone Number)