

[School Letterhead]

[DATE]

Dear [NAME OF PARENT],

Our school uses a Response to Intervention (RTI) approach to help students who struggle with learning. [DESCRIPTION OF GENERAL RTI APPROACH].

In [MONTH], we assessed all [SPECIFIC GRADE]-grade students with the [NAME OF RESEARCH-BASED INSTRUMENT]. [CHILD'S NAME] has gaps in reading skills that we need to work on closing. To help [CHILD'S NAME] learn these skills, [NAME OF TEACHER] will give him/her intervention instruction for [X MINUTES] [HOW OFTEN] to help [him/her] learn. This intervention uses strategies that are proven to work with students who have similar needs. [NAME OF TEACHER] will record the strategies [CHILD'S NAME] learns, and check his progress [HOW OFTEN]. [NAME OF CHILD] will receive intervention for [NUMBER] of weeks.

[NAME OF TEACHER] will send a progress report to you every [HOW MANY] weeks. [OPTIONAL: S/he] will discuss your child's progress on parent conference day.] You can also ask to meet with [TEACHER'S NAME].

Sometimes children do not close their gaps in learning quickly enough. [DESCRIBE WHAT ACTIONS ARE TAKEN]. We will ask you to share your ideas with the teachers. If expected progress is not made, the student may have a disability. If a disability is suspected, [NAME OF CHILD] will be referred for an evaluation for special services. You will be contacted.

If you think your child's learning problems are because of a disability, you have the right to request an evaluation for special education at any time. To do this, give or mail a written request for the evaluation to [OPTIONAL STAFF NAME at] the school. Your rights will be explained to you. The school must respond to your request in 15 school days:

1. If the school agrees that a disability is suspected, it will begin the evaluation process. You will receive a booklet about your rights. You will give written permission. Your child can continue to receive intervention.
2. If the school does not agree, it will not evaluate your child. You will get a written explanation about why a disability is not suspected. Your child can continue to receive intervention.

[CLOSING STATEMENT]

Sincerely,

[TITLE]