

**THE SCHOOL DISTRICT OF PHILADELPHIA**  
**ABC ELEMENTARY SCHOOL**  
400 N. BROAD STREET, PHILADELPHIA, PA 19130

John Doe, Principal

Telephone: 215-400 – 4180

Fax: 215-400 - 4181

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**RtII Parent Notice**

Dear Parent/Guardian:

As part of the school-wide Response to Instruction and Intervention (RtII) process we constantly monitor academic performance, attendance and behavior of all our students. This allows us to identify the students who may need additional support in any of these areas and put the necessary support in place before the student starts failing.

I would like you to know that the examination of your child's records suggests that your child, \_\_\_\_\_, may need additional support in

\_\_\_\_\_  
*(please identify the area of need and particular skills which will be addressed in the RtII process).*

To address this need your child will be getting the following additional support: \_\_\_\_\_

\_\_\_\_\_  
*(describe what programs and services the student will be receiving, for what period of time and how often).*

Here are some of the things that you/your child could do at home to support the progress he/she is making at school: \_\_\_\_\_

If you have questions or need additional information please contact \_\_\_\_\_ ,  
telephone: \_\_\_\_\_ , e-mail: \_\_\_\_\_ .

You can also use the RtII parent contact form attached to write down your questions, comments and concerns and send them back to school with your child. The form also allows you to request a call or a meeting. We pledge to respond to your message within 48 hours of receiving it.

Sincerely,

*Mary Jones,*

Intervention Coordinator (or other Title \_\_\_\_\_)

## RtII Parent Contact Form

If you have any questions or concerns about your child's RtII plan please return this form to school

Parent's Name \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

I am requesting a call-back |  I am requesting a meeting

Questions / comments:

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Day-time phone: \_\_\_\_\_ Alternative phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred method of contact:

Telephone call  E-mail  Written response sent home with the student

Preferred time of contact (for telephone calls only): from \_\_\_\_\_ to \_\_\_\_\_.

If requesting a meeting, what time works best for you? *(Check all that apply.)*

Morning, before school starts  During school day  Afternoon, after classes