**Notice of Student Study Team Meeting**

**To:**

**Date**:

This notice is to invite you to participate in a Student Study Team Meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_, to discuss your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ current progress and determine an appropriate action plan. The meeting will be held in the school library.

The purpose of this meeting is to bring staff members and parents together as a team in order to provide your child with support and create interventions with the intention of meeting his or her individual needs. Please contact your child’s teacher, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, if you have any questions.

**Persons attending:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, classroom teacher

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, grades \_\_\_\_\_\_\_\_ teacher  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, grades \_\_\_ teacher

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, grades \_\_\_\_\_ teacher

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In Christ Jesus,

Name of Principal  
Principal