**Meadowbrook Elementary**

**MTSS Meeting Notice to Parents**

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Our mission is to ensure that every child succeeds. Your child has been receiving tier 2 or tier 3 interventions as part of the Multi-Tiered System of Support ( MTSS) process.

We are holding a MTSS Team meeting to discuss your child’s progress as well as additional ways we can best meet their needs. . We have scheduled the meeting to be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am/pm. The meeting will be held at Meadowbrook Elementary. You play an important role in the success of your child and the school welcomes any input you may have. We hope you will agree to join us for this important meeting. If you can not attend the meeting in person, we hope to speak to you through a telephone conference.

Please sign and return this letter with your child to school. Please indicate your availability to attend. If you have any questions prior to the meeting, please contact me at (754) 323-6519 or by email at [Jennifer.Liberatore@BrowardSchools.com](mailto:Jennifer.Liberatore@BrowardSchools.com) .

Thank you for working with us to ensure your child’s success.

Sincerely,

Jennifer Liberatore, RtI Coordinator

Parent/Guardian, please check one below and return form to your child’s teacher.

1. \_\_\_\_\_\_\_I will attend the RtI meeting as scheduled.

\_\_\_\_\_\_\_I will not be able to attend the meeting, but please call me at the scheduled

time. My phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_ I will not be able to attend but please contact me to reschedule the meeting.

I understand that information from the meeting will be sent home for my review.

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Parent/Guardian Signature Date of Signature