



Educational Service Unit 7

## Parent/Guardian SAT Meeting Follow-Up Invite

Dear Parent/Guardian:

A Follow-Up Student Assistance Team (SAT) meeting has been scheduled for \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_. The meeting will be held in \_\_\_\_\_.

Please be prepared to discuss strengths and concerns you have about your child, and any other suggestions regarding what works with your child at the SAT meeting. The purpose of the SAT is to develop an intervention(s) that will promote your child's success in school.

A SAT team case manager will contact you prior to the meeting to answer any questions you might have and encourage participation. Your Child's case manager is \_\_\_\_\_ and can be reached at \_\_\_\_\_. The classroom teacher, members of the SAT, and others directly involved in your child's education will be present at the meeting. Specialists with knowledge of interventions, such as School Psychologists and Speech and Language Pathologists may also be present at the meeting.

Screening procedures such as observations, interviews, and progress monitoring, may be conducted by SAT members (i.e., Classroom Teachers, School Psychologists, Speech Language Pathologists, and Guidance Counselors) in preparation for the meeting and throughout the SAT process.

Parents are partners in education, and your input is vital to your child's success.

Sincerely,

SAT Coordinator

Contact Information:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_