

**NC Department of Public Instruction
Tier I Problem-Solving Parent Notification**

LEA: _____ **School:** _____

Date: _____ Re: _____

Dear _____:

We plan to begin a screening process for _____ so that we can better understand his/her instructional needs and offer suggestions about ways to address those needs. The screening process may include one or more of the following:

1. Use of various classroom interventions
2. Vision, hearing, and health screening
3. Classroom observation
4. Review of school records
5. Speech-language screening
6. Curriculum-Based Measures (CBM)
7. Informal reading, math and/or written language inventories

After screenings are completed, we would like to meet with you to discuss his/her school performance. If we determine additional assistance is needed for your child to be successful in school, we would like your assistance in developing an intervention plan. Your involvement is very important. The *instructional* plan will include activities to do at home as well as at school. Those activities will allow your child to have more practice on skills he/she needs to be successful.

Enclosed is a document entitled “Working Together for Children – A Guide for Parents and Teachers”. It contains information to assist parents and teachers better understand the problem-solving process.

If you have any questions please contact _____
at _____.

Thank you for all you do. We look forward to working with you to help your child be successful.

Sincerely,

Principal/Designee

Encl.