**General Education Intervention (GEI) Team Meeting Notification**

Date:    

parent/guardian name

address

city, IN zip code

Re:

Dear Parent/Guardian:

Welcome to the general education intervention (GEI) team. Your child has been referred to the general education intervention (GEI) team meeting. The GEI team is a group of teachers and support staff who come together to develop a plan of action to help students become more successful at school. You are invited to attend and participate in this meeting. It is our belief that teachers and parents who work together help build a positive approach to student success. Although the focus of the meeting is to provide your student’s teacher(s) with new ideas, strategies, and interventions that will assist your student’s progress in school, you may discover ideas that you could use at home. These interventions are built on the strengths and interests unique to your student.

The meeting follows a series of steps to reach the desired outcome of academic improvement for your student. Here is an overview of the meeting:

1. First, the team reviews referral information and student data in order to identify strengths and interests that are unique to your student as well as to determine academic, behavioral, or social challenges your student is facing at school.
2. Next, ideas and strategies are discussed, measurable goals are established, and interventions are developed based on your student’s strengths and designed to address identified challenges.
3. A copy of the plan that is developed is provided to you, whether or not you are able to attend.

The meeting is scheduled for date at time . Meetings are highly focused and fast paced, lasting approximately thirty (30) minutes. Please call me at phone no to let me know if you can attend and to ask any questions you might have about the intervention process. If you prefer we hold the meeting without you, please let me know and you will be contacted after the meeting to share results.

Thank you for giving us an opportunity to work with you and your student. Together, we can make a difference in your student’s success at school. We look forward to you being part of our team.

Sincerely,