[School Letterhead]

Date

Dear Parents,

I am pleased to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_School has formed a Student Assistance Team (SAT) to help us better serve your children. I would like to briefly describe the role of the team and how it will benefit our students and teachers.

Student Assistance Teams are known by various names. However, their purpose is always the same: a team of teachers and administrators meets on a regular basis to review the progress of all students in the school, and to recommend strategies to teachers for those students whose progress is uneven or exceptional. It is most important for parents to know that the conversations of the SAT are completely confidential, and are designed to help classroom teachers implement strategies that will help particular students improve in a variety of key areas.

The team will be comprised of myself, **(the school counselor, the school resource teacher, the reading specialist, the nurse)** and several teachers that I have chosen to serve on the team. We will meet **(monthly, weekly, bi-weekly)** to discuss student progress. Recently, we have participated in professional training regarding the functioning of SATs, and also reviewed considerable research which clearly documents the many benefits of using such a team approach.

SATs allow classroom teachers to benefit from consultation with peers about effective instructional strategies. These strategies may include methods designed to: positively manage behavior, improve attention and participation, help students to complete homework, encourage positive interaction with peers, teach organizational skills, or supplement instruction in key areas such as reading and mathematics.

The team is also available to meet with parents regarding their child if the initial attempts to resolve a concern are not successful. Such a meeting can be helpful to parents, as it allows parents the benefit of input from a variety of professionals interested in their child’s development and progress in school.

As always, if you have a concern about your child, please speak to your child’s teacher directly. However, should this not resolve your concern, you may then ask your child’s teacher to bring your child to the attention of the Student Assistance Team. In addition, if your child’s teacher feels that your child is not making adequate progress in an important skill area, he or she may seek out the support of the team.

Because the team will be discussing all the children in the school at some point, you will not be contacted in regard to an initial discussion of your child. If, however, the team finds that initial strategies are not sufficient to improve your child’s progress, you will be contacted so that you can have an opportunity to meet with the team, share your insights, and participate in forming a plan to help your child improve his or her performance in school.

If you have any further questions regarding our new SAT, please contact (**the principal or the team leader)**.

Sincerely,

**(Principal)**