**Cook County School System**

**Notice of Tier 2 Meeting**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents/Guardians of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A Tier 2 meeting will be held regarding your child to develop strategies to help him/her be more successful in the school environment. The meeting date and time is listed below along with the person you may call in the event that you have questions regarding this information or would like to reschedule for a more convenient time.

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Place** |
|  |  |  |

Your participation is appreciated. You can contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or return this Tier 2 notice to the person listed above.

\_\_\_\_\_\_I will attend the meeting.

\_\_\_\_\_\_I would like to attend the meeting but need to reschedule so that I may attend.

\_\_\_\_\_\_I will not attend, but please keep me informed of my child’s progress.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Parent Signature Date*