



# STUDENT SUCCESS TEAM (SST) MEETING NOTICE

\_\_\_\_\_ (School Name)

Date \_\_\_\_\_

Dear Parent/Guardian of \_\_\_\_\_,

You are invited to attend a Student Success Team (SST) meeting to discuss your child's progress in school and create a plan to best support your child.

The day and date are \_\_\_\_\_, \_\_\_\_\_

Time \_\_\_\_\_ to \_\_\_\_\_

The meeting will be held at \_\_\_\_\_

In preparation for an *initial* SST meeting, please complete the questionnaire on the back of the enclosed SST Family Brochure and bring it to the meeting. Your input will be valuable in helping us meet your child's needs.

You may wish to invite others to support you and provide additional information about your child. If you have any questions about this SST meeting, please contact

\_\_\_\_\_ at \_\_\_\_\_  
Phone Number

We look forward to seeing you. Thank you.

\_\_\_\_\_  
SST Coordinator

**Please check below and return this copy to the teacher or SST Coordinator.**

- I plan to attend this meeting as scheduled above.
- I cannot attend the meeting at this date/time. Please contact me at \_\_\_\_\_ to reschedule.  
Phone Number
- Please provide an interpreter who speaks \_\_\_\_\_.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Phone Number