



Westwood Elementary School
7200 Tiger Trail
Fairview, TN 37062
(615) 472-4890 - fax (615) 472-4901

Student: _____ Grade: _____ Date: _____

Dear Parent/Guardian,

This letter is to inform you that Westwood Elementary School's General Education Intervention Team (GEIT) wishes to arrange a meeting to discuss your child's educational needs. The Intervention Team may consist of approximately 4-6 Westwood personnel composed of your child's classroom teacher, school psychologist, administrator, counselor, student support services teacher, speech and language pathologist, gifted specialist, reading specialist, etc. as needed.

With your input, the team will discuss your child's strengths, concerns about your child and strategies to help your child's needs.

GEIT AGENDA

- 1. Parents and team discuss student's strengths**
- 2. Parents and team discuss student's needs and concerns**
- 3. Team determines interventions and strategies**
- 4. Review meeting notes and plan**

The meeting will last approximately 30 min.

We would appreciate your attendance at this meeting so that you can have input in the team decisions. We are enclosing a *Family and Home Information Sheet*. Please complete and return before the meeting date.

Please see the meeting date and time below. We look forward to seeing you. If you have any questions or are unable to attend the meeting, please notify your child's teacher or myself at 472-4890.

Sincerely,

Kerri Bartlett, M.S.
GEIT Coordinator/ School Counselor

Intervention Team Meeting Date and Time _____ @ _____