

**Exhibit C**

---

I & R S PARENT NOTIFICATION LETTER

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

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ DOB: \_\_\_\_\_

Student Address: \_\_\_\_\_

Dear \_\_\_\_\_ (Parent/Guardian):

Your child, \_\_\_\_\_, has been brought to the attention of the

Intervention and Referral Services Team for the following reason(s):

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

A meeting has been scheduled for:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

The meeting is a way for us to discuss the above issue(s). We value your input and assistance in developing a plan of action to enhance your child's achievement. Attached please find information regarding the Interventions and Referral Services Team

If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_.  
(I&RS Contact) (Phone No.)

Sincerely,

(Principal/Designee)

Cc: Intervention and Referral Team Lead

Intervention and Referral Services (I&RS)  
Parent Information

*What is the I&RS Team?*

The I&RS Team is a school based problem-solving group that assists teachers by designing and implementing strategies for children who are having learning, behavior, and/or health problems.

*Who can serve on the I&RS Team?*

The I & R S Team is your child's school will be represented by school staff who have different abilities and experience so that the best strategies can be developed to help your child.

*The following people will be members of the I&RS Team:*

1. The Principal, Assistant Principal, or his/her designee.
2. A regular education teacher or regular education staff member.
3. The teacher who needs assistance with the student.
4. Any person deemed necessary to assist the team.
5. The parent shall be asked to participate.

*What will the I&RS Team do to help?*

The members of the I&RS Team will gather all the information available on your child and will meet to discuss his/her areas of strengths and weaknesses and will then develop an Action Plan to address those areas in which he/she is experiencing difficulties in school.

*What is an Action Plan?*

The Action Plan is a limited number of suggestions that are considered to be helpful to the student and teacher. It is a thoughtful, planned approach to modify and enhance your child's functioning in school.

*What is the Parent's Role?*

You must be notified in writing that your child will be discussed by the I&RS Team. The I&RS Team shall invite you to participate and may request that you provide information that will be helpful in developing different ways to help you child in school.