

**ALBUQUERQUE PUBLIC SCHOOLS  
STUDENT ASSISTANCE TEAM**

**INITIAL SAT MEETING PARENT LETTER AND PARENT SURVEY**

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

Dear Parents of \_\_\_\_\_,

I would like to invite you to a meeting on \_\_\_\_\_ at \_\_\_\_\_. The purpose of this meeting is to share information about your child \_\_\_\_\_, and to discuss how we can collaboratively provide support. If this time is not convenient for you, we will work with you to find a time that is better for you.

The school has a Student Assistance Team (SAT) whose purpose is to review the educational needs and progress of any student who may require additional educational support. Staff members who work with your child will be at this meeting. The team will review existing data and determine if additional support is necessary. If there is anyone you would specifically like to attend from school or elsewhere, please let us know.

We need your input and participation in working with us to meet your child's needs. Attached to this letter is a Parent Survey form. We ask that you complete it and return it to school before the scheduled meeting. If you have questions or concerns, please do not hesitate to call me.

Sincerely,

\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**PARENT SURVEY****Student Name** \_\_\_\_\_

1. Do you need an interpreter to attend the meeting?
  
2. What are your child's greatest strengths?
  
3. What are your child's interests?
  
4. In what area(s) do you see your child needing improvement?
  
5. What is your biggest concern to target in your child's education?
  
6. What interventions or support do you feel your child responds to best?
  
7. Does your child have difficulty completing homework?
  
8. Does your child receive special support outside of school? (tutoring, therapy)
  
9. Is there anything else that you want us to know about your child?
  
10. What is the best way to contact you? Phone                      e-mail                      other

Survey completed by \_\_\_\_\_