

ALBEMARLE COUNTY PUBLIC SCHOOLS  
INTERVENTION AND PREVENTION SERVICES  
401 McINTIRE ROAD  
CHARLOTTESVILLE, VIRGINIA 22902  
(434) 296-5885

Parent Name: \_\_\_\_\_

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

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

Dear Parent:

The goal at \_\_\_\_\_ (school name) is to help each child be the best student he/she can be. One of the processes we have in place to help us reach this goal involves a team of professionals called the School Based Intervention Team SBIT. This team may consist of your child's classroom teacher, the school counselor, the school psychologist, a reading specialist, a math specialist, other necessary specialists, an administrator, and you, the child's parent/guardian. The focus of the work of this team is to help students overcome challenges they face in school.

We would like to invite you to join the School Based Intervention Team SBIT at a meeting for your child, \_\_\_\_\_ (student name). The meeting will occur:

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

Meeting Time: \_\_\_\_\_

Location: \_\_\_\_\_

The purpose of this School Based Intervention Team meeting is to:

- Look at and/or review possible interventions to address issues your child is having at school.
- Review a referral for a Section 504 evaluation
- Review a referral for a Special Education evaluation

Please let me know if this time is not convenient for you or if you have questions about this process, please call \_\_\_\_\_ (school phone number).

Sincerely,

\_\_\_\_\_  
Name, Title