

## Tool 35

# Family and Community Meeting Invitation Letter

Dear Parents and Guardians,

During the week of \_\_\_\_\_, we are taking a close look at how our school goes about meeting the needs of our students. We have invited a team of experts to observe us as we go about our work. Their review is very comprehensive, and two very important pieces involve you. The first is a parent survey, and the second is a family and community meeting.

Please help us by filling out this quick survey (attached). Tell us what you think! If surveys aren't "your thing," or if you would like to talk more about some of these questions, I invite you to a:

## Family and Community Meeting

\_\_\_\_\_ day, date  
**From** \_\_\_\_\_ **to** \_\_\_\_\_ **in** \_\_\_\_\_  
start time end time room

We'll have a light dinner for you, beginning at \_\_\_\_\_, courtesy of \_\_\_\_\_,  
time organization  
 and child care is available for the meeting. \_\_\_\_\_  
language(s)  
 interpretation will be available upon request by calling \_\_\_\_\_ at  
name  
 \_\_\_\_\_.  
phone

I look forward to seeing you!

Principal