

Check In Check Out Welcome Letter

[DATE]

It is a pleasure to have your child as part of the Somersworth High School Career Technical Center community this year and we are excited to continue to do our best to support their educational needs. We will continue to do all we can to ensure that your child has a great experience.

We've recently discussed some concerns with [STUDENT'S NAME] regarding [HER/HIS] academic success. As an added piece of support, we have offered your child to be part of something we call Check in Check Out (CICO) to provide [HIM/HER] with more frequent attention for positive behavior in the areas of respect, responsibility, safety, and cooperation. What this means is that the teachers in each of the classes will use a rating scale to comment on HER/HIS academically-based behaviors and allows the student an opportunity to earn points during each block. Your child will have the opportunity to earn a certain number of points during the day while striving to achieve their daily, weekly, or long-term goal. This is a support we provide for any student in the high school who we think it may help.

Since the teacher will be giving feedback directly and rating their performance every day, this provides an opportunity for us to review this information after a period of time to determine whether it is helping or whether other types of supports may be helpful. This is a *very simple* support that keeps the focus on what [STUDENT'S NAME] is doing right and for some students, just getting the immediate feedback and attention from their teachers can help improve their academic performance.

If you have any further questions or concerns please feel free to contact our CICO coach, [PROGRESS MONITOR NAME] at email@sau56.org

We thank you for the opportunity to work with [STUDENT'S NAME] this year, and we look forward to continued partnership with you.

Sincerely,

[PROGRESS MONITOR NAME]