



Parents'/Legal Guardians' Guide for Requesting Assistance for Their Students

❖ Introduction

Sometimes, as a parent or legal guardian, you may feel like your student is struggling to achieve academic or behavioral success at school. In the majority of cases, the teachers at AIS identify students struggling academically and/or behaviorally and implement interventions to support progress towards expected standards of success through a systematic process known as the Multi-Tiered System of Supports (MTSS). However, there are rare instances when you, as a concerned parent or legal guardian, need to advocate for your student. If this is you, please continue reading to find out what you can do to request additional assistance for your student to achieve academic and/or behavioral success.

❖ **FIRST:** Consider the following questions to determine if you feel like your student requires further assistance to be successful in school.

- Does your student bring home or communicate failing grades on a significant number of their classwork, tests, or homework?
- Does your student become easily frustrated with most academic tasks, classwork, or homework?
- Does your student demonstrate difficulty reading grade-level or below-grade-level texts and/or solving grade-level or below-grade-level math word and/or computation problems?
- Does your student demonstrate difficulty with controlling his or her emotions or behaviors?
- Does your student regularly bring home Behavior Tracking Forms or notes in his or her agenda outlining frequent problematic behaviors?
- Does your student act out or become easily angered in certain situations?

❖ **SECOND:** If you answered YES to one, some, or all of these questions, then consider requesting additional assistance for your student through one of the following options.

- Option 1: Print the form below on page 2, complete it, and submit it to your child's teacher via email or paper copy.
- Option 2: Call your child's school's front office (330-797-3900) and tell the individual who answered your call that you would like a Parent/Legal Guardian Request for Assistance Form be sent home with your student. A form will be provided to your student, so look for it when he or she returns home from school. Complete the form, send it to school with your student, and have your student submit it to his or her teacher.

❖ **THIRD:** Once you have submitted a Parent/Legal Guardian Request for Assistance Form and submitted to the school, a review committee will begin the systematic process to determine what additional assistance your student requires. Your student's teacher will communicate with you during this phase of the process.



Parent/Legal Guardian Request for Assistance Form

Section 1: Complete the following information.

Student's First and Last Name	Student's Homeroom Teacher	Parent/ Legal Guardian Requesting Assistance (Please Print First & Last Name)	Working Telephone Number of Parent/ Legal Guardian Requesting Assistance

Section 2: Complete the following information.

In what area(s) do you notice your student experiencing difficulty? Check all that apply.	In what ways do you notice your student experiencing difficulty based on what you checked on the left? Check all that apply.
☐ Reading ☐ Math ☐ Behavior ☐ Speech ☐ OT (Occupational Therapy)	☐ Failing Grades ☐ Failing Test Scores ☐ Homework ☐ Frustration Completing Assignments ☐ Reading Below Grade ☐ Difficulty with Most Math Problems ☐ Easily Angered/Upset ☐ Frequent Behavioral Outbursts (Acting Out) ☐ Lack of Emotional Control ☐ Frequent Behavior Tracking Forms ☐ Other _____

Section 3: Briefly describe what you are noticing with your student's area(s) of difficulty.

Section 4: Please sign and date this form so that we may proceed in a timely manner.

Signature of Parent/Legal Guardian Requesting Assistance

Date

