

*East Derry Memorial Elementary School  
20 Dubeau Drive Derry, NH 03038*

Date \_\_\_\_\_

re: \_\_\_\_\_ (student's name)

Dear \_\_\_\_\_,

It is a pleasure to have the opportunity to teach your child this year. We have recently discussed some concerns that have been hindering academic progress. As part of our EDD Way philosophy at EDMES, I can access a support plan called "Teacher, Check, Connect and Expect (TCCE)".

The TCCE plan would provide more frequent attention for positive behavior. This means I will comment on your child's positive behavior and give points based on these behaviors at regularly scheduled times through out the day. I will do this five times per day. This is a positive goal setting system I can provide within my class room.

Since I will be giving feedback directly and rating performance every day, this will provide an opportunity for us (you and me ) to review this information together after a period of time. We can determine if it is helping or whether other types of support may be needed. This is a very simple support that I provide, and for some students, just getting the regular attention and feedback from me seems to help a great deal.

I always plan to meet with parents after 15 days ( 3 weeks ) to review progress. Hopefully, we'll notice some success regarding the original issue of concern, but even if we do not see this type of progress, the information we will review may help us to find a better way to support your child.

If for any reason you prefer that I DO NOT begin TCCE, please contact me before Friday, \_\_\_\_\_  
If I do not hear from you by Friday, then I will start the TCCE support on Monday, \_\_\_\_\_.

I would like to have the follow up review meeting on \_\_\_\_\_ @ \_\_\_\_\_.

This informal meeting may include your child, one or both of you, me and my school TCCE "coach"  
\_\_\_\_\_ who provides me with support when I use TCCE with my students.

If you are unable to attend our follow up review, please call or e-mail me. I will send home information and possible actions that we can discuss. I thank you for the opportunity to work with your child this year, and look forward to a continued partnership with you.

Sincerely,

\_\_\_\_\_

phone 432-1260 ex \_\_\_\_\_  
e-mail \_\_\_\_\_@derry.k12.nh.us