Date:

Invitation to PASS – Small Group

Hello:

I am putting together a small group of students who are interested in participating in PASS to improve their performance on written tests. After reviewing your Test 1 mark, I believe that you could benefit from participating.

PASS is a resource that assesses each student’s individual performance on a written test. You will have the opportunity to review your own performance assessment, share experiences, and learn from others within the group. In addition, we will look at strategies to help you improve your performance on written tests.

Your participation would include:

1. Completing some questionnaires and/or checklists, which will take approximately      .
2. Meeting with me and the small group, at which time each student will receive their own PASS analysis of Test 1 and explore strategies for improving their performance on written tests. This will take approximately      .
3. Meeting again after Test 2 to review the PASS analysis of your performance on Test 2 and discuss additional strategies for improvement. This will take approximately      .

It is not necessary to disclose any information in the group that you do not wish to share. However, we believe that one of the benefits of working in a small group is the opportunity to share common challenges and explore solutions to them. Because it is inevitable that some personal information will be shared, we need your consent to participate.

It is essential that we begin the process as quickly as possible. Therefore, I have attached the       to this email.

\* If you have chosen to use the Student Profile, add this sentence to the letter: “Please return your completed Student Profile to me by      .”

\* If you have chosen to use the Study Habits Checklist and/or the Identifying Your Learning Styles, add this sentence to the letter: “Please complete the attached checklist(s) and bring it to the first group meeting.”

If you would like to take advantage of this opportunity, please return the consent form to me by       and we will set a date for the first group meeting.

Please respond to me at the following email address:

While I believe your participation in the group would be beneficial to you, the decision to participate is entirely yours. If you choose not to participate, this does not prevent you from asking for help from your teachers at any time.

Sincerely,

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