Dear Learning Coach,

I would like to tell you about the UTVA Family Academic Support Team, or FAST. This team is designed to provide your family with additional assistance to ensure your success in our virtual learning environment.

I have noticed you are having difficulties in/with {provide some details for referral} . To give you additional support in these areas, I am going to refer you to FAST.

You will receive a kmail very soon from a FAST member to set up a plan to help you and your student get back on track in school. I am still your homeroom teacher and will be working closely with you and your Family Academic Support Team member to give you extra support to be successful.

Please call or kmail me if you have further questions or concerns. Thank you for your hard work and dedication as the Learning Coach!

Sincerely,

TEACHER