Sample Parent Notification Letters

**Identification**

Dear Parent/Guardian:

In \_\_\_\_ school district, we recognize that early reading skills are strong predictors of lifelong academic success for our students. Our teachers dedicate significant instructional time to supporting students in developing literacy skills. We have numerous school and district level supports in place, including

* High-quality curriculum for all students
* High-quality classroom teachers
* Regular assessments of each child’s reading progress
* A comprehensive multi-tiered system of support process that includes a multi-tiered system of supports for students

In order to meet the requirements of SB 681(2022), starting this school year we will also:

* Communicate regularly with parents/guardians of students who are reading below grade level
* Inform parents of reading supports provided to their child at school
* Increase systems of supports for students
* Develop a Reading Success Plan (RSP) for students needing support

We are honored to have the privilege to work with you and your student to build his/her skills as an independent reader across the curriculum. As a commitment to your student’s success, we screen all students, K-5, with ASSESSMENT NAME three times a year. According to our most recent screening, your student shows performance in one of the following areas:

Your student is at or above proficiency level. The student will receive core instruction and no additional interventions needed.

Your student is at some risk of reading below expected levels according to SCHOOL NAME screening results. The student will receive additional reading intervention according to the SCHOOL NAME reading program guidelines.

Your student is below expected/proficient level. Additional intervention is required in addition to a detailed, individual-reading plan.

If you have any questions or need further information, please contact \_\_\_\_\_ at SCHOOL NAME. Attached you will find the assessment information for your student.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal

**RSP**

Dear Parent/Guardian(s):

This letter is an acknowledgement that you have received, in writing, your student’s Reading Success Plan (RSP) for the 202X-2X school year. You are also acknowledging that your child’s school has provided you with at-home resources to help your student work towards grade level proficiency. By signing this form, you are acknowledging that SCHOOL NAME has made available your student’s RSP for you to review and that we have offered you a personal copy.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exit**

To the parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Your student has been receiving additional support with reading instruction. We have reviewed your student’s progress along with ongoing reading assessments. Your student’s progress indicates that he/she is ready to discontinue the additional literacy support at this time. We will continue to monitor your student’s progress and will contact you if they need additional support again.

Your student’s progress should be celebrated. It is also important to continue reading to and with your student on a regular basis. Reading consistently and frequently helps independent readers continue to develop.

If you have any questions, please feel free to contact me.

Sincerely,

Name (Include classroom teacher and also intervention teacher when applicable.)

Title

Contact Information