

Sample Parent Notification Letter for Opt Out

Date

Dear Parent/Guardian of **student name**,

In an effort to notify parents/guardians of their child's reading progress, schools are required to inform first, second, and third grade parents/guardians of whether or not their child is scoring at or above benchmark. At the request of a parent/guardian, your child has been excused from taking this assessment and therefore no scores will be reported. Please contact **LEA** if you have any questions or concerns.

Sincerely,