

## Sample Alternate Assessment Letters (4)

### Sample Alternate Assessment Not Benchmark Parent Notification Letter for BOY

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. This is being done three times per school year (fall, winter, and spring).

We used an Alternate Reading Competency Assessment to determine your child's overall reading proficiency. These measures help teachers and schools determine how students are performing on foundational reading skills. A school can quickly identify students who do not meet the benchmark goals and provide extra support as needed.

The purpose of this letter is to inform you that, based on beginning of year benchmark data, your child is not meeting benchmark. The benchmark goal is #. Your child's score is #. We are committed to helping your child achieve their goal in reading by providing additional support that is targeted to meet their individual needs.

These supports may include one or more of the following strategies:

- **Re-teaching with grade-level materials**
- **Additional small-group instruction, using best practices and materials that are proven successful with struggling readers**
- **Tutoring individual students**

For resources on how to support your child at home, you can visit <http://www.uen.org/parents/>. We look forward to working with you, as a team, in order to improve your child's reading skills. We encourage you to talk with your child's teacher about any questions or concerns you may have. Thank you for your support.

Sincerely,

## Sample Alternate Assessment Not Benchmark Parent Notification Letter for MOY/EOY

Date

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

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The purpose of this letter is to inform you that, based on **middle/end** of year benchmark data, your child is not meeting benchmark. The benchmark goal is **#**. Your child's score is **#**. Your child's growth from **BOY-EOY/MOY-EOY** in comparison to similar achieving peers is **well above/above typical/typical /below typical/well below**.

We are committed to helping your child achieve their goal in reading by providing additional support that is targeted to meet their individual needs.

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The purpose of this letter is to inform you that, based on beginning of year benchmark data, your child is meeting benchmark goals. The benchmark goal is #. Your child's score is #. We are committed to helping your child maintain growth in reading throughout the year. Thank you for your support.

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