

Sample Not At/Above 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 reading at/above benchmark. This is being done three times per school year (fall, winter, and spring).

The tool we use to determine this is called Acadience Reading. Acadience Reading includes measures that help teachers and schools determine how students are performing on foundational reading skills. Acadience Reading tests are "indicators" of the student's overall reading proficiency. Just like using a thermometer to take your child's temperature, which provides a quick indicator of your child's general health. A school can quickly identify students who do not meet the benchmark goals on each Acadience Reading measure 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 scoring **below or well below** 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,