

Sample Parent Notification Letter for BOY

Date

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

In an effort to notify parents/guardians of their child’s reading and mathematics progress, schools are required to inform first, second, and third grade parents/guardians of whether or not their child is performing at or above benchmark for math and reading. This is being done three times per school year (fall, winter, and spring).

The tools we use to determine this are called Acadience Reading and Acadience Math. The Acadience assessments include measures that help teachers and schools determine how students are performing on foundational reading and mathematics skills. Acadience tests are “indicators” of the student’s overall reading and mathematics proficiency. They are used similarly to 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 and Mathematics 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 **above, at, below, or well below** benchmark in reading and **above, at, below, or well below** benchmark in math.

The reading benchmark goal is **#**. Your child’s score is **#**.

The mathematics benchmark goal is **#**. Your child’s score is **#**.

	Benchmark Goal	Your Child’s Score	Benchmark Level
Reading			
Mathematics			

If scoring at/above BM, use this paragraph to close:

We are committed to helping your child maintain growth and achieve their future goals in reading and mathematics throughout the year. We look forward to working with you, as a team, to help your child grow their reading and mathematics 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,

If scoring below or well below BM, use this paragraph and edit to include specific supports:

We are committed to helping your child achieve their goals in **reading and/or mathematics** throughout the year by providing additional support that is targeted to meet their individual needs.

Reading/mathematics 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
- Tutoring individual students

We look forward to working with you, as a team, to help your child grow their reading and mathematics skills. We encourage you to talk with your child's teacher about any questions or concerns you may have or to find out more about the personalized supports being provided for your child's success. Thank you for your support.

Sincerely,