

## Sample Parent Notification Letter for MOY/EOY

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 purpose of this letter is to inform you that, based on **middle/end** 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.

An additional piece of data that is included in this letter is your child’s growth. Your child’s growth is determined by pathways of progress which looks at the amount of growth your child has made from the beginning of the year to the middle/end of the year. Growth can be shown in five different pathways: well above typical, above typical, typical, below typical, or well below typical. Students making above or well above typical growth means that the gap is closing. Typical means the gap (if one exists) will remain the same. Below and well below typical progress means the student’s gap is widening and adjustments need to be made.

	Benchmark Goal	Your Child’s Score	Benchmark Level	Your Child’s Growth
Reading				
Mathematics				

**If scoring at/above benchmark in either content area, use this paragraph:**

We are committed to helping your child **maintain growth and continue to meet their goals in reading and/or mathematics** throughout the year.

**If scoring below or well below benchmark in either or both content areas, use this paragraph and edit to include content area specific supports:**

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

We look forward to working with you, as a team, to help your child continue to 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,