

Template Notification Letter

The AOE is providing the following parent or guardian notification letter template. Schools will need to customize the template to reflect local screening and supplemental processes.

[Supervisory Union/Supervisory District/School Letterhead]

Date:

Dear _____,

This letter is to share information about how your child is doing in reading. As a parent or guardian, you are an important partner in your child's education. The reading skills developed from kindergarten through third grade are essential for fostering a lifelong love of reading and ensuring future success in school and life.

It is important to know early if a child needs extra help with reading so we can give them additional support. At [school/ district name] we check each child's reading skills [x times] a year in grades K-3.

On [date], [school] checked your child's reading skills using [assessment name]. The results show that your child could use extra support in reading. Here are your child's results:

The results indicate that your child has strong skills in [insert specific skills if measured by and reflected in screening data]. It also shows that your child is significantly below expected level and needs help in the following areas: [list areas that need support].

To help your child, we will be taking the following steps: [insert information about the instructional response, for example:]

- [Additional assessments to better understand the child's needs]
- [Provide details about the frequency, duration, and type of supplemental instruction the student will receive]
- [The area of focus, such as phonemic awareness, being worked on and how many times per week.]
- [If there is currently a learning plan in place, note that instruction will be provided in accordance with that plan with continued focus on skills identified as needing support.]

We will keep you updated on your child's progress. [You may mention ways to connect, such as at teacher conferences or scheduling a phone call or meeting].



We are committed to giving every child the reading instruction they need to become strong readers. If you would like to learn more about how children learn to read or find ways to help at home, please see the attached resources. Thank you for letting us work with your child and being a part of their reading journey. If you have any questions about your child's reading or their results, please contact their teacher [or insert the most appropriate school contact].

Sincerely,

[Principal Name and Contact Information]

[Teacher Name and Contact Information]



Parent or Guardian Resources Attachment

The following resources are provided if you are interested in learning more about how children learn to read and how you might encourage reading at home.

- [Reading 101 Video Learning Modules](#) from Reading Rockets
- [Colorín Colorado](#)'s early literacy resources in English and Spanish
- [Parent Resource Hub](#) from the University of Florida Literacy Institute

Reading to your children and talking about books fosters a love of reading and broadens their vocabulary and world knowledge. You can access the following resources with a library card in most Vermont communities:

- [Hoopla](#)
- [Libby](#)

We understand that every family has different routines, situations, and abilities. We are here to support your reading journey in a way that works best for you. Here are some websites that offer free access to audiobooks that you and your child can listen to and talk about.

- [Unite for Literacy](#)
- [LibriVox](#)

[Visit the Agency of Education website for an alternate way to access these links:](#)

