

Insert School Letterhead Here

[Insert Date]

Dear Parent/Guardian:

[Insert School] is preparing for the administration of the [Insert name of Evaluation Methodology Tool]. Student performance on this tool will help guide the need for Early Targeted Intervention programs at our school. The goal of these programs is to help qualifying students develop their full educational potential and increase the number of children who are reading and/or math proficient by the end of 3rd grade.

Participation in this screening is important. Teachers use these screenings as one of the many tools to understand individual student achievement (how much a child knows at the end of the year) and individual progress (how much a child has improved over the previous year). Teachers also use these results to identify student academic strengths and areas of support and adjust instruction accordingly.

Results from this methodology tool provide the state, our district, our school, teachers, you, and your child with information about the knowledge gained over the past school year. It is important to remember that this methodology tool provides only one measure of student learning. Still, when combined with grades, classroom activities, unit quizzes and tests, and district-level assessments, this end-of-year screening can complete the picture of a child's abilities and help him/her down a path toward academic success.

Based on your child's results on this evaluation, they may qualify to participate in: (district to edit based on which program(s) they are offering)

- Classroom-based program (4-year-old students only)
- Jumpstart program (summer)
- Home-based program (technology based program)

Here are some things to note about this evaluation:

- Your child's privacy will be protected. State and federal laws, such as the Family Educational Rights and Privacy Act (FERPA), ensure these data remain confidential.
- Students with Individual Educational Plans (IEPs), Section 504 plans, or English Learner plans will be assessed based on individual student needs, consistent with all state and federal laws and regulations.

Please do not hesitate to contact us with any questions about this screening. Questions can be directed to [School Contact] at [Contact Information].

Sincerely,

[Principal's Name]

I, _____ request that my child(ren), _____ to
(printed name) (printed name(s))
be screened to determine eligibility for the Early Targeted Intervention Programs.