**Sample Parent Notification Letter for Students Needing Additional Supports to be Modified to Meet Your Needs**

**DELETE this space and add your school’s letterhead.**

Date:

TO: <add names of Parents and Guardians>

FROM:

RE: Responding to your child’s needs

< School District> is committed to helping all children become good readers.

Our school uses universal screening and diagnostic tests as well as teacher observations to know what each child needs. We would like to meet with you to create a plan for what we will do at school to help your child. We will also help you with ways to support your child at home. Together, we can really make a difference for your child!

Please choose one date and time from the suggested meeting times below. Return the bottom of this page or call <school secretary name, email and number > with your choice or to suggest a different date or time.

We look forward to working together to help your child.

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Date:Time:Place:

Date:Time:Place:

Date:Time:Place: