

**SAMPLE PARENT NOTIFICATION LETTER FOR STUDENTS WHO MEET THE CRITERIA FOR
EARLY ENTRANCE TO FIRST GRADE**

***** SCHOOL LETTERHEAD *****

Date _____

Dear Parent/Guardian:

The Student Intervention Team (SIT) at our school has completed the required procedures for Early Entrance to First Grade for your child, _____. The following timeline was followed in the determination of his/her readiness and performance:

- | | |
|-------------------|--|
| September/October | Begin Early Identification Process
Kindergarten Class Observation Checklist
Reading and Math Assessments for students who already completed Kindergarten at a private school (if applicable)
iReady Reading Assessment
Student Intervention Team (SIT) Meeting |
| November | Cognitive Ability Assessment Administration for students who have not completed kindergarten in a private school
SIT Meeting |
| November | Begin First Grade Placement by Second Quarter |
| December/June | Monitor First Grade Placement |

After reviewing your child’s educational history, educational assessment information, and the observation and parent checklists, the SIT feels that your child meets the criteria for early entrance to first grade. Your child’s first grade teacher will be _____. If I can be of further assistance, please call 301- _____.

Sincerely,

Principal

c: Cumulative Folder
Area Office

**SAMPLE PARENT NOTIFICATION LETTER FOR STUDENTS WHO DO NOT MET THE CRITERIA FOR
EARLY ENTRANCE TO FIRST GRADE**

***** SCHOOL LETTERHEAD *****

Date _____

Dear Parent/Guardian:

As we discussed, your child _____, presently a kindergarten student enrolled at our school, was screened for early entrance to first grade. The following timeline was followed in the determination of his/her readiness and performance:

September/October

Begin Early Identification Process
Kindergarten Class Observation Checklist
Reading and Math Assessments for students who already completed Kindergarten at a private school (if applicable)
iReady Reading Assessment
Student Intervention Team (SIT) Meeting

November

Cognitive Ability Assessment Administration for students who have not completed kindergarten in a private school
SIT Meeting

After reviewing your child's educational history, educational assessment information, and the observation and parent checklists, the committee recommends that your child:

- remain in kindergarten with appropriate experiences **or**,
- will remain in kindergarten with appropriate first grade experiences

Thank you for your partnership and continued support as we meet the educational needs of your child. If you would like to discuss the evaluation assessments that led to our decision, please call (insert name) at (insert email address) or 301- _____.

Sincerely,

Principal

c: Cumulative Folder
Area Office