Date:

To the parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Your child has been receiving additional support with reading instruction. We have reviewed your child’s progress along with ongoing reading assessments.  Your child’s progress indicates that he/she is ready to discontinue the additional literacy support at this time. We will continue to monitor your child’s progress and will contact you if the need arises for additional support again.

Your child’s progress is to be celebrated.  It is also important to continue reading to and with your child on a regular basis.  Reading consistently and frequently helps independent readers continue to develop.

If you have any questions, please feel free to contact me.

Sincerely,

Name (Include classroom teacher and also intervention teacher when applicable.)

Title

Contact Info