[Date]

Parent/Guardian of [student name],

This letter contains information regarding your student’s school reading progress and how our school plans to improve [his/her] reading skills.

Iowa Code 279.68 has guided schools to support students who are at-risk for later reading difficulties with the goal to have all students reading proficiently. Additional 2024 legislative requirements extend this work through Grade 6, adds a required personalized reading plan and requires communication with parents/guardians of their right to request grade retention.

**Your Student’s Progress**

We want your student to be successful. Reading well is critical to your student’s success in school. In grades K-3, we complete universal screening assessments and in grades 4-6, we review the most recent ISASP data. [student name] has been identified as At-Risk in reading. This means your student is at higher risk for not being proficient in the area of reading in later grades and we want to increase supports now to increase later outcomes.

**School/Family Partnership**

We would like to partner with you in order to improve your student’s reading skills. This partnership will include the following.

* We will write a personalized reading plan for your student, which will include the proposed supplemental instructional services and supports that the school district will provide.
* We will monitor your student’s reading progress and communicate with you related to your student’s progress.
* We will send home strategies to use to help your student with their reading and communicate to ensure you understand how to use the strategies at home.
* We will provide you the option to retain your student in his/her current grade level at your written request.

We encourage you to talk with your student’s teacher about any questions or concerns you may have.

**Grade Retention Request**

Parents/guardians of students *Not Reading Proficiently* may request their student be retained in their current grade. Communicate with your student’s teacher or school principal if you would like to discuss this option.

**Parent/Guardian-School Partnership**

We will follow-up with written information that will outline the instruction and supports we will provide at school and strategies you can use at home to improve your student’s reading skills. We look forward to partnering with you by providing regular updates on your student’s progress in reading.  Please contact [contact person] with any questions.

Sincerely,