**PROGRESS REPORT: Formative Assessment System for Teachers [FAST] - FIRST GRADE**. This progress report example, developed by IRRC, provides an example of how to inform parents/guardians of their child’s progress in the area of reading specific to FIRST GRADE students.

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| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dear Parent/Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:  This letter shares information about a new statewide reading test we are using at our school. FAST is the test which stands for Formative Assessment System for Teachers. FAST is given to every student three times a year to identify students who are reading on grade level and those students who need additional help in reading.  Throughout the school year, first grade students are assessed on a variety of skills that are essential to reading. The FAST assessment screens on the following skills:   * Reading simple sentences * Number of words read correctly in one minute—related to decoding, vocabulary, and comprehension * Identifying individual sounds they hear in a word (eg. “at” has two sounds: /a/ and /t/) * Reading commonly used words by sight (eg. "the”) * Blending sounds together to read simple words   Your child’s total score in the screening process is listed below:   |  |  |  | | --- | --- | --- | | Time period (circle one): | Student’s Actual Score | Benchmark score (Grade level expected score) | | Fall |  |  | | Winter |  |  | | Spring |  |  |   Please take some time to review the information above. We are working hard to make sure that our regular classroom instruction meets the needs of all students so they have the potential to read on grade level. Students who score below benchmark may receive support within their classroom.  If you have any questions or concerns about your child’s reading development, please contact me at (insert email address).  Sincerely, Teacher name |