Sample Letter: HIGH SCHOOL EXTENDED MATH CLASS

School Letterhead

Date

To the Parent(s)/Guardian(s) of ____________________________,

XXXX School staff is committed to improving the academic performance of all students. Because Mathematics skills are important both for careers and for college success, we offer an Extended Math course for 9th grade students who have been identified as needing support in Mathematics.

The Extended Math course, which students take along with Algebra, pre-teaches, re-teaches and provides extra practice of skills presented in Algebra. This class also provides the opportunity for more student-teacher interactions because of its smaller class size.

Your son/daughter was identified as a good candidate for Extended Math based on his/her scores on district assessments (MAP/Explore/WKCE), middle-school grades in math, and/or teacher recommendation. As a result, he/she has been enrolled in Extended Math for the 2014-2015 school year.

If you have any questions about the course or would like to discuss your child’s placement, please contact

XXXX at XXXX@madison.k12.wi.us. We look forward to getting to know your son/daughter and to working and learning with him/her as a Lancer beginning in the fall.

Sincerely,

Principal

Algebra and Extended Math Teacher
Dear Parent/Guardian

_______________ has been selected to participate in Leveled Literacy Intervention Reading Program. Early observations and some additional performance measures indicated that _____ could benefit from receiving additional small group instruction in addition to his/her classroom reading and writing instruction. This program is designed to help children who need additional support in reading and writing.

I will be providing the LLI intervention to your child daily for 30 minutes each day, during which he/she will read, write and learn about phonics. I will be meeting with your child, along with 2-3 other children, in a setting outside of the classroom.

In order for your child to benefit from this intervention to be effective we need your help. Your child must attend school each day in order to participate. Please send your child to school on time each day unless he/she is ill.

Each night, your child will bring home a “Take-Home Book,” which is a copy of a book he has already read in school. Your child can read the Take-Home Books to you, an older brother or sister, or other caregiver. If everyone is busy, you can even have your child read to his/her stuffed animal! The idea is to have him/her read every night to give him/her time to practice what he/she has learned about reading.

I am looking forward to working with your child. Please feel free to call or e-mail me with any questions, concerns or comments you may have. I will be in communication regarding your child’s progress.

Sincerely,

Reading Interventionist

Principal
Dear Parent/Guardian,

Your child has participated in Reading Recovery® intervention and has shown progress in reading and writing. We are happy to share that _______ is now reading within an average range in his classroom, and his/her teacher and we feel that ______ should continue to make steady progress with classroom instruction and no longer needs to participate in this intervention or an additional intervention at this time.

Reading Recovery® is a short-term intervention designed to offer children additional opportunities to read and write. However, just as fine athletes and musicians must practice daily to maintain successful performance, children must practice reading in order to continue to make gains in reading. You can support your child’s progress by reading to him/her and by listening to him/her read books at home.

We are pleased that we are able to offer Reading Recovery® and have it available for children who need extra help and support as they learn to read and write. We celebrate the progress and gains that your child has made! We know that parent support has a direct impact upon a child’s success at school.

As always, if you have any questions, please do not hesitate to contact us.

Sincerely,

Reading Recovery Teacher

Principal

First-Grade Teacher