

Barbara Jordan Elementary School  
Address  
Address  
Phone Number

September 21, 2017

Re: Cameron Morris

Dear Andrew Morris and Tameka Jones,

Our school uses Response to Intervention (RTI) to help students be successful. We assess all students several times a year to be sure they are working on grade-level. The assessment helps us know who needs help. Teachers plan interventions to close students' learning gaps. We offer two tiers of intervention, Tier 2 and Tier 3. Teachers monitor students' progress in the interventions. When students have closed their learning gaps, they no longer need intervention. We keep parents informed at every step.

Cameron has gaps in reading skills that need work. In September, we assessed second-graders with the *Dynamic Indicators of Basic English Literacy Skills*, or *DIBELS*. Cameron reads 42 words correctly in one minute. In the fall, second graders should read at least 51 words correctly. To help Cameron improve, Ms. Spencer will give him Tier 2 intervention for 30 minutes daily. She will teach him letter combinations for decoding words. He also will work on his reading rate. Ms. Spencer will record the strategies Cameron learns. She will check his progress weekly.

Students receive intervention instruction for 12 weeks. Ms. Spencer will send a progress report to you every 3 weeks. She will discuss Cameron's progress with you every 6 weeks and on parent conference days. You can also ask to meet with her at other times.

Sometimes students do not close their gaps in learning quickly enough. When this happens, teachers meet to review the student's progress. They may suggest different strategies to try. We hope you can give your ideas to the teachers. If the student still does not make expected progress, the student may have a disability. If a disability is suspected, the teachers will refer the student for an evaluation for additional services. The school will notify you.

If you think your child has a learning disability, you have the right to request an evaluation for special education at any time. To do this, give or mail a written request for the evaluation to me at the school. Your rights will be explained to you. You will receive a response in 15 school days:

1. If the school agrees that a disability is suspected, we will begin the evaluation process. You will receive information about your rights. You will give written permission for the evaluation. *Your child can continue to receive intervention.*

2. If the school does not agree, we will not evaluate your child for a possible disability. You will get a written explanation about why a disability is not suspected. *Your child can continue to receive intervention.*

Ms. Spencer knows you may have questions. She will be happy to talk with you. We want Cameron to be a successful reader!

Sincerely,

Ms. Janet Adams  
Principal

EXAMPLE