SAMPLE PARENT NOTIFICATION LETTER FOR STUDENTS WHO MEET THE CRITERIA FOR EARLY ENTRANCE TO FIRST GRADE

***** SCHOOL LETTERHEAD *****

Date __________________________

Dear Parent/Guardian:

The School Instructional Team (SIT) at our school has completed the required procedures for Early Entrance to First Grade for your child, __________________________________. The following timeline was followed in the determination of his/her readiness and performance:

September/October
School Instructional Team (SIT) Meeting
Begin Early Identification Process
Observation Checklist
Kindergarten Class Observation
OLSAT Administration

November
SIT Meeting/Parent Conference
Begin First Grade Placement

December/June
Monitor First Grade Placement

After reviewing your child’s educational history, educational assessment information, and the observation and parent checklists, the committee feels that your child meets the criteria for early entrance to first grade. The first grade teacher will contact you to ensure a comfortable transition for your child. If I can be of further assistance, please call (301) ____________________.

Sincerely,

Principal

C: Cumulative Folder
SAMPLE PARENT NOTIFICATION LETTER FOR STUDENTS WHO DO NOT MEET THE CRITERIA FOR EARLY ENTRANCE TO FIRST GRADE

***** SCHOOL LETTERHEAD *****

Date ____________________________

Dear Parent/Guardian:

As we discussed in our last conversation, your child ____________________________________, presently a kindergarten student enrolled at our school, was screened for early entrance to first grade. The following timeline was followed in the determination of his/her readiness and performance:

September/October
- School Instructional Team (SIT) Meeting
- Begin Early Identification Process
- Observation Checklist
- Kindergarten Class Observation
- OLSAT Administration

November
- SIT Meeting/Parent Conference
- Begin First Grade Placement

December/June
- Monitor First Grade Placement

After reviewing your child’s educational history, educational assessment information, the observation and parent checklists, the committee recommends that your child:

- remain in kindergarten with appropriate experiences or,
- will have both kindergarten and appropriate first grade experience

Select one

Thank you for your continuing support and partnership of an appropriate and challenging program as we meet the educational needs of your child. If you would like to discuss the evaluation assessments that lead to our decision, please call (301) ________________________.

Sincerely,

Principal

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