



READ Act Family Communication

How to Use the Templates

These sample letter templates are for communicating with families about creating a READ plan at the start of the year, updating families on progress toward READ plan goals throughout the year, and scheduling an end-of-year meeting. More details are available on the [READ Act Guidance and Additional Resource](#) webpage.

Beginning of the Year READ Plan Creation Sample Letter

Use this template to schedule a meeting with families in order to develop a READ plan.

Dear _____,

We are reaching out to schedule a time to talk about your child's reading progress. Based on our most recent reading assessment, we have found that your child has a significant reading deficiency and needs intervention support in addition to regular classroom reading instruction to improve.

As part of the Colorado Reading to Ensure Academic Development Act (Colorado READ Act), we are required to create and implement an individual reading plan, called a READ plan. A READ plan is a personalized plan that outlines the specific interventions, support, and strategies, including using at-home strategies, to help your child improve their reading skills.

During this meeting, we'll cover:

- The skills your child needs to be on track in reading
- The intervention instruction your child will receive this year
- The frequency of intervention services
- Current classroom instruction and necessary skills for reading proficiency
- Strategies that can be implemented at home
- Any questions you may have about your child's reading progress

We will contact you to schedule a date and time for the meeting. Please do not hesitate to reach out to us if you have any questions. We look forward to meeting with you soon.

Sincerely,

Follow-Up Communication Sample Letter

Use this template to update families throughout the year on their child's progress toward READ plan goals and necessary intervention changes for support.

Dear _____,

We are reaching out to provide an update on your child's reading progress. At the beginning of the year, we developed a READ plan for your child. The plan included specific interventions, support, and strategies, along with at-home techniques to help them improve their reading skills.

We would like to share the results of our most recent reading assessment.

Your child has made (select one):

- ☐ Above-Expected Growth
- ☐ Expected Growth
- ☐ Below-Expected Growth

Based on this progress, we will (select one):

- ☐ Continue with the current intervention
- ☐ Increase the time or frequency of the current intervention
- ☐ Change the current intervention
- ☐ Other: _____

Attached, you will find (select all that apply):

- ☐ A report detailing your child's progress in reading based on our latest reading assessment.
- ☐ Other: _____

If you have any questions or would like to schedule a meeting to discuss your child's progress further, please do not hesitate to contact us.

Sincerely,

End-of-Year Written Notification Sample Letter

If a teacher finds that a student has a significant reading deficiency within forty-five days before the end of any school year in grades kindergarten through third grade, this template can be used to provide written communication to the student's parent(s). Additional information can be found in the [End-of-Year Parent Meeting](#) guidance document.

Dear _____,

As part of the Colorado Reading to Ensure Academic Development Act (Colorado READ Act), we created and implemented an Individual Reading Plan, known as a READ plan. This plan was introduced during the past school year to help your child improve their reading skills. It included specific interventions, support, and strategies, as well as recommendations for at-home practices.

Based on our most recent end-of-year reading assessment, we have found that your child continues to have a significant reading deficiency and needs ongoing, intensified intervention support to improve. We are reaching out to schedule a time to talk about your child's reading progress and the next steps for the upcoming school year.

During the end-of-year meeting, we will talk about:

- What classroom instruction looks like for your child, and what skills still need to be acquired for your child to be on track in reading.
- The results of the intervention instruction your child has received throughout the school year.
- The type of intervention services and supports that will be provided in the next school year. This includes a discussion about advancement to the next grade, as required by the READ Act.
- Any questions you have about your child's reading progress.

We will contact you to schedule a date and time for the meeting. Please do not hesitate to reach out to us if you have any questions. We look forward to meeting with you soon.

Sincerely,

End-of-Year Notification Sample Letter

This template is for communicating with families of students newly identified with a significant reading deficiency during the end-of-year assessment period. Additional information can be found in the [End-of-Year Parent Meeting](#) guidance document.

Dear _____,

We are reaching out to schedule a time to talk about your child's reading progress from this school year. Based on our most recent end-of-year reading assessment, we have found that your child has a significant reading deficiency and needs intervention support to improve.

As part of the Colorado Reading to Ensure Academic Development Act (Colorado READ Act), we are required to create and implement an individual reading plan, called a READ plan. A READ plan is a personalized plan that outlines the specific interventions, support, and strategies, including using at-home strategies, to help your child improve their reading skills.

During the end-of-year meeting, we will talk about:

- What classroom instruction looks like for your child, and what skills still need to be acquired for your child to be on track in reading.
- What should be included in a READ plan for the upcoming school year, such as specific interventions, support, and strategies, including using at-home strategies, to support your child in learning how to read.
- Any questions you have about your child's reading progress.

We will contact you to schedule a date and time for the meeting. Please do not hesitate to reach out to us if you have any questions. We look forward to meeting with you soon.

Sincerely,