

Sample Letters

Sample Letters – Promotion & Placement

Sample Letter A

Sample Letter to Parent or Guardian of Student Who Did Not Achieve Grade Level on the Criterion-Referenced Competency Test (CTCT)

Dear Parent or Guardian of _____:

A few weeks ago, in order to follow state law and state Board of Education rule, our school district gave the Criterion-Referenced Competency Test (CRCT) to all students in grades 1 - 8 in reading and mathematics and to all students in grades 3 - 8 in science and social studies. Georgia law requires students to score at grade level in reading on the third grade test and reading and mathematics on the fifth and eighth grade tests in order to be promoted to the next grade level.

Your child took the Criterion-Referenced Competency Test and did not score at grade level in (reading and/or mathematics) on that test. We would like to offer help for you and your child as he/she works to improve on this critical test. Therefore, we are offering an opportunity for your child to receive additional instruction and to take the Criterion-Referenced Competency Test again.

Please understand that the following will impact your child's academic future:

- On (date and times) our district (or school) will offer additional instruction in the area of (reading and/or mathematics) for students who did not score at grade level on the CRCT. This special class will be held at (location). In order for your child to participate in this opportunity, you must (contact _____, register at _____, call _____, etc.) no later than (date).
- On (date) your child will be given the chance to take the Criterion-Referenced Competency Test in (reading and/or mathematics). The test will be given at (location and time). All students who did not score at grade level, as required by state law, are expected to take the CRCT at this time.
- A student who does not score at grade level on this second administration of the CRCT or who does not take the second administration of the CRCT will be retained.

I am attaching a copy of your child's CRCT score report. Please call our school office if you have questions or need further information.

Sincerely,

Principal

Sample Letter B

Sample Letter to Parent or Guardian of Student Who Did Not Achieve Grade Level on the Criterion-Referenced Competency Retest

Dear Parent or Guardian of _____:

On (date) your child took the Criterion-Referenced Competency Test in (reading and/or mathematics) and did not score at grade level in (reading and/or mathematics). In order to follow state law, your child will be retained in the (third, fifth, or eighth) grade for the next school year. I am attaching a copy of your child's CRCT score report for your records.

At (name of school), we want to give the support that is needed for your child to become successful. You are invited to attend a meeting on (date and time) to help develop a plan to support your child in his/her efforts to reach grade level in reading and/or mathematics. The meeting will be held in (location).

Please understand that you have the right to appeal the decision to retain your child in the (third, fifth, or eighth) grade next year. By state law, a Placement Committee, made up of the parent or guardian, the teacher(s), and the principal, will hear appeals. All members of the Placement Committee must agree on any decision to promote a student.

Should you wish to appeal the retention of your child in the (third, fifth, or eighth) grade, you must write a brief letter indicating your wishes and bring or send it to our school no later than (date). Please call our school office if you have questions or need further information.

Sincerely,

Principal

Sample Letter C

Sample Letter to Parent or Guardian of Student Who Did Achieve Grade Level on the
Criterion-Referenced Competency Retest

Dear Parent or Guardian of _____:

On (date) your child took the Criterion-Referenced Competency Test in (reading and/or mathematics) and scored at grade level in (reading and/or mathematics). Your child will be promoted to the (fourth, sixth, or ninth) grade. I am attaching a copy of your child's CRCT score report for your records. You are invited to attend a meeting on (date) to help develop a plan to help your child continue to score at grade level and to excel in reading and/or mathematics.

Please call our school office if you have questions or need more information.

Sincerely,

Principal

Sample Letter D

Sample Letter to Parent or Guardian Regarding Placement Committee Meeting

Dear Parent or Guardian of _____:

In answer to your request to appeal the decision to retain your child in the (third, fifth, or eighth) grade, I have called a meeting of the Placement Committee that will hear your appeal. The Placement Committee will be made up of your child's (reading and/or mathematics) teacher, you, and me. Please plan to meet in my office on (date and time). You should be prepared to talk about your child's school performance that would give a reason for being promoted to the next grade. Remember that a decision to promote your child must be agreed upon by all members of the Placement Committee and must be based on the decision that, by such placement, your child will be able to work at grade level by the end of next year.

Please call our school office if you have questions or need more information.

Sincerely,

Principal

Sample Letter E

Sample Letter to Parent or Guardian Regarding Placement Committee Decision to Support Retention of Student

Dear Parent or Guardian of _____:

On (date and time) the Placement Committee, made up of (list names), met to consider your request to appeal the decision to retain your child in (third, fifth, or eighth) grade. After careful consideration, the members of the Placement Committee did not all agree to support your appeal. Therefore, your child will be retained in the (third, fifth, or eighth) grade next year.

We want to give the help that is needed for your child to be successful. You are invited to attend a meeting on (date and time) to help develop a plan to help your child in his/her efforts to work at grade level in reading and/or mathematics.

Please call our school office if you have questions or need more information.

Sincerely,

Principal

Sample Letter F

Sample Letter to Parent or Guardian Regarding Placement Committee Decision to Promote Student

Dear Parent or Guardian of _____:

On (date and time) the Placement Committee, made up of (list names), met to consider your request to appeal the decision to retain your child in (third, fifth, or eighth) grade. After careful consideration, all members of the Placement Committee agreed to promote your child. This decision was based on the decision that, if promoted and given appropriate support, your child will reach grade level in reading and/or mathematics by the end of the year. Therefore, your child will be promoted to the (fourth, sixth, or ninth) grade next year.

We want to give the help that is needed for your child to be successful. You are invited to come to a meeting on (date and time) to help make a plan to help your child in his/her efforts to reach grade level in reading and/or mathematics.

Please call our school office if you have questions or need more information.

Sincerely,

Principal