



Michigan's Multi-Tiered System of Supports Technical Assistance Center
October 2021 – Version 1.0

Secondary Intervention System Example Parent Communication Letter

This document provides an example communication to parents and/or guardians regarding a student that may access a reading intervention provided by the school.

Dear _____,

We hope this letter finds you well! _____ School staff have been working diligently to prepare for the 2021-2022 school year.

You are receiving this letter because your child has been identified as a student who may benefit from receiving additional support in reading. Our leadership team has selected them to participate in (name of course). (Name of course) is a class designed to help students strengthen reading skills that they utilize on a daily basis. Students will work daily on strategies that help them to better decode words, comprehend informational text, and use the text to answer questions. Practicing and applying these strategies in their other core classes will help them to become better, more efficient readers and writers. Applying these strategies across the content areas will also allow students to have more overall success in their educational career.

Students are selected using a variety of data sources including: NWEA, Acadience, M-STEP, class performance, and teacher input. Within this class, students will work through a series of programs that focus on skills and strategies that are used in core classes which will help them to increase their reading fluency and comprehension. Where each student starts in the series of programs is determined by the skill set they already possess. Students were given a placement test at the end of the school 2021 year and placed in the appropriate program.

Student progress is monitored bi-weekly through the use of Acadience as well as each programs' built-in progress checks. Through the use of progress monitoring, adjustments with placement and instruction will be made accordingly to best benefit the students. Students will track their progress and frequent progress reports will be sent home with the students.

If you have any questions or concerns regarding this recommendation, please reach out to us. Please note that this class is treated as an elective and will not affect core classes.

Sincerely,

Michigan's MTSS Technical Assistance Center is funded by the Michigan Department of Education and the U.S. Department of Education, Office of Special Education Programs.