**Appendix A.5: Sample Letter for Student with Disabilities Screening Results**

**that are Significantly Below Relevant Benchmarks. Student Has Literacy goals on the IEP.**

***Please note that this is an example that may be adapted for your local community.***

Dear Parent or Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am writing to share information about your child’s participation in the early literacy universal screening assessment process. As we shared in prior letters, early literacy universal screening is used to help schools identify students who are at risk for reading difficulties, including risk of dyslexia. We are required to assess all students with this assessment, consistent with [Massachusetts regulations at 603 CMR 28.03(1)(f).](https://www.doe.mass.edu/news/news.aspx?id=26937) Our school assessed students on [insert date/window of assessment dates].

Your child’s assessment result, attached to this letter, is significantly below relevant benchmarks for [grade X]. Please know that your child’s special education providers and classroom teacher have analyzed your child’s results and will continue to address literacy goals and objectives as outlined in your child’s Individualized Education Program (IEP).

Should you have any questions about your child’s screening results and how your child’s IEP addresses literacy goals, please reach out to your special education Team Chair for a follow up discussion. We thank you for your partnership and are available to answer any questions you may have.

Sincerely,

Principal