**Appendix A.6: Sample Letter for Student with Significant Disabilities that substantially affect their language development. when possible, screening results will be used to measure personal growth and are not determinant of risk.**

***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].

As required, the literacy screening assessment was administered. Due to the nature of your child’s disability, the results indicate your student is performing significantly below relevant benchmarks in early literacy skills. Please know that special education service providers will use these results, along with other data and information about your child’s progress, to continue to address goals and objectives as stated in your child’s Individualized Education Program (IEP).

Should you have any concerns or questions, please don’t hesitate to reach out to your child’s teacher or the 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