Title: Sample Parent/Guardian Letter

Dear [parent/guardian name],

As we begin this new school year, our teachers will be meeting individually with all students to do a brief assessment as a progress check of their reading skills. The purpose of this assessment is to establish what students have learned and can do independently. With the changes in the past school year, your child may have forgotten some skills. That is not unusual. We typically do this assessment with each student in person but this year we will be completing the assessment through a virtual meeting. To make this happen, we will need help from an adult at your home. The meeting will take approximately 15-20 minutes including set up. Please select the best time for you and your child on this Google Doc link [insert link or hyperlink].

These are the materials you will need:

1. Computer, laptop, or tablet
2. Headphones or earbuds, computer speaker and microphone, or, alternatively, a phone available for audio
3. Internet connection
4. Quiet space free from distractions

If you have received a packet of materials identified for use during this session, please have that available. It contains some papers you will leave with the child. The packet of materials for the meeting should not be opened before the session. If your child wears glasses or hearing aids, please ensure they have them.

Laptop, desktops, and tablets are great options for the assessment. A mobile phone will be too small for the student to complete tasks but may be used for those that are audio-only. You may need to stack a laptop on books or some other creative solution. Please take a few minutes before our meeting to complete those adjustments. If using a tablet, please have a stand or platform for viewing it upright.

This is what you (or the adult who will be helping) will need to do. If possible, please set up your computer and phone in a space with minimal distractions.

1. Make sure the Internet connection, microphone/speaker or headphones and computer camera are working, and that the camera is in a position to see the student and for the student to be able to see the screen at eye level.
2. Standby for a quick audio and camera check.
3. If a packet of papers has been provided for the meeting, set the papers face down in front of the student. (If you need paperwork, it will be provided before the meeting.)
4. If your child is in kindergarten or first grade, or if you think your presence will help your child to stay focused and pay attention, you are invited to stay for the assessment. During the assessment, you may help your child to pay attention, but it is important that the student answer all of the questions and do all of the reading independently without any help. By seeing what students can and cannot do independently, your child’s teachers will better know how to tailor their instruction.

If you have any questions, please feel free to reach out by phone or email.