

SAMPLE PARENT NOTIFICATION LETTER FOR STUDENTS WHO MEET THE CRITERIA FOR
EARLY ENTRANCE TO FIRST GRADE

***** SCHOOL LETTERHEAD *****

Date _____

Dear Parent/Guardian:

The School Instructional Team (SIT) at our school has completed the required procedures for Early Entrance to First Grade for your child, _____. The following timeline was followed in the determination of his/her readiness and performance:

September/October	School Instructional Team (SIT) Meeting Begin Early Identification Process Observation Checklist Kindergarten Class Observation OLSAT Administration
November	SIT Meeting/Parent Conference Begin First Grade Placement
December/June	Monitor First Grade Placement

After reviewing your child's educational history, educational assessment information, and the observation and parent checklists, the committee feels that your child meets the criteria for early entrance to first grade. The first grade teacher will contact you to ensure a comfortable transition for your child. If I can be of further assistance, please call (301) _____.

Sincerely,

Principal

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SAMPLE PARENT NOTIFICATION LETTER FOR STUDENTS WHO DO NOT MET THE CRITERIA FOR EARLY ENTRANCE TO FIRST GRADE

***** SCHOOL LETTERHEAD *****


Date _____

Dear Parent/Guardian:

As we discussed in our last conversation, your child _____, presently a kindergarten student enrolled at our school, was screened for early entrance to first grade. The following timeline was followed in the determination of his/her readiness and performance:

- | | |
|-------------------|--|
| September/October | School Instructional Team (SIT) Meeting
Begin Early Identification Process
Observation Checklist
Kindergarten Class Observation
OLSAT Administration |
| November | SIT Meeting/Parent Conference
Begin First Grade Placement |
| December/June | Monitor First Grade Placement |

After reviewing your child's educational history, educational assessment information, the observation and parent checklists, the committee recommends that your child:

- Select one 
- remain in kindergarten with appropriate experiences **or**,
 - will have both kindergarten and appropriate first grade experience

Thank you for your continuing support and partnership of an appropriate and challenging program as we meet the educational needs of your child. If you would like to discuss the evaluation assessments that lead to our decision, please call (301) _____.

Sincerely,

Principal

