

## PARENT INFORMATION LETTER (SAMPLE)

School District and # (number) is offering an Extended Reading Intervention program to provide additional opportunities for our students to improve their reading skills. Our goal is to ensure that all students read at grade level. Your child's teacher has recommended your child as one who could benefit from additional reading instruction and practice.

Extended Reading Intervention will take place at the following place and time.

School \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Dates \_\_\_\_\_

Days of Week \_\_\_\_\_

Times \_\_\_\_\_

Additional Information:

Buses will/will not transport your child to Extended Reading Intervention from several key pick-up points around the district. Please contact (name) at (phone number) to learn the location nearest you.

Breakfast and lunch will/will not be provided for all participating students with/without charge.

A Parent Education Class will take place that will help you learn some ways that you can help your child become a better reader. We hope that you will take advantage of this valuable opportunity. We plan to offer the class at a variety of times to best meet our parents varied needs. Please indicate which best fits your schedule:

M T W Th F Morning Afternoon Evening

Students will meet in the lunchroom for their classroom assignments on the first day of Extended Reading Intervention.

If you have questions, please call: (Name)  
Extended Reading Director  
(Phone number)