**Required Letter (Sample)**

**Parent Notification of Child’s Performance**

***[State of Texas Assessments of Academic Readiness (STAAR)/State of Texas Assessments of Academic Readiness (STAAR) Spanish]***

**Third Administration *of the*** ***[Grade 5/Grade 8]* Mathematics Assessment**

***[Insert name of school district/campus]***

Date: ***[Insert date]***

Dear Parents of ***[Insert name]***:

On ***[Insert date]***, the ***[STAAR/STAAR Spanish]*** mathematics assessment was administered for the third time. The results of your child’s assessment are attached. Your child

[ ]  did not meet the passing standard on the mathematics assessment.

[ ]  was absent/did not receive a score.

[ ]  was not assessed due to parental waiver.

Under Texas law, your child **must** meet the passing standard on this assessment in order to be promoted to the next grade. Because your child did not meet the passing standard on the state mathematics assessment, he/she will be automatically retained in ***[grade 5/grade 8]*** unless you, as parent or guardian, appeal this decision within five working days of receipt of this notification. We will have a grade placement committee (GPC) meeting on ***[Insert date]*** to

* + - discuss your child’s grade placement including the accelerated instruction that your child must complete prior to placement in or promotion to ***[grade 6/grade 9]***, if you appeal the automatic retention and the GPC decides on promotion; and
		- determine an instructional intervention plan for your child for the upcoming school year.

It is very important that you, the student’s parent(s), be involved in this meeting. The grade placement committee meeting for your child is scheduled for:

Day and Date: ***[Insert day and date]***

Time: ***[Insert time]***

Location: ***[Insert room #]***

So that adequate preparations can be made for the meeting, please complete and return the attached form— Confirmation of Participation in the Grade Placement Committee—in the enclosed self-addressed envelope by ***[Insert date]*** to the principal’s office at your child’s school.

Working together, we can help ensure your child’s success. We look forward to seeing you at the grade placement committee meeting. If you have any additional questions, please contact the school office at

***[Insert phone #]***.

Sincerely,

***[Insert name of campus principal]***

***[Insert name of campus]***

Attachments: ***[STAAR/STAAR Spanish]*** Confidential Student Report

 Confirmation of Participation in Grade Placement Committee