

Month XX, 2026

Title

Street Address

City, State XXXXX

Dear Parent or Guardian,

Kindergarten through third grade is a crucial time for developing strong foundational reading skills. To ensure that all students have the tools they need for success, the Maryland State Board of Education and the Maryland State Department of Education have adopted the Comprehensive PreK-3 Literacy Policy.

As part of this policy, each district uses universal screeners and diagnostic assessments to identify students who may need additional support in reading. Based on the results of the [fall/winter/spring] screening using [name of screener], your child has been identified as at risk for reading difficulties.

This letter is an invitation to meet to develop a Student Reading Improvement Plan (SRIP). Once the plan is in place and instruction begins, you will receive regular updates on your child's progress. At this meeting, we will:

- Review your child's current reading instruction and assessment results.
- Identify targeted, evidence-based instruction and interventions aligned to your child's needs.
- Complete the Student Reading Improvement Plan (SRIP).
- Determine the schedule and method for progress monitoring updates.
- Share strategies for supporting your child's reading at home.

Depending on your child's grade level and progress, discussions may also include:

- Other supports established by the SRIP Team
- Good cause exemption designation
- Grade-level retention, if reading deficiencies persist after two years of evidence-based intervention

Would you be available to meet on _____ at _____ to develop your child's Student Reading Improvement Plan (SRIP)? If this time does not work, please contact [name, phone/email] to schedule another time.

Sincerely,

[Name]

[Title]

[School]