To the Family of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Your child has been receiving Title I services in the area of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_this year. I am happy to report that, based on your child’s test scores and teacher recommendation, your child no longer needs these extra services. Your child should be proud of the progress s/he has made this year.

As always, it is important to support your child’s learning in school with reading at home. Talking to your child about real math, such as using money at a store or measuring ingredients for cooking is very helpful. Improve reading skills by reading aloud to your child, listening to him/her read to you, or reading a book together. It will make a real difference in maintaining the reading and math skills your child has gained at school.

Please feel free to call your child’s teacher or myself at (541) --------, if you have any questions. You can also contact me by email at -----------------.

**OR**

We are pleased to inform you that our regular assessments, along with teacher observations, indicate that your child no longer requires Title I services in reading.

Through this federally funded program at (your school), your child has received supplemental instruction in the area of \_\_\_\_\_\_\_\_\_ from Title I instructors. This extra intervention time, along with your support at home, helped your child make excellent progress.

We congratulate you on your child’s success and encourage you to contact us if you have any questions. We can be reached at ----------------.