Dear [parent/guardian name],

Throughout the school year I meet with students individually to do a brief progress check on their reading skills. This is an informal, low-stakes assessment to see what each student has learned so far and what I still need to teach. In order to continue this progress check virtually, I’m requesting 15 minutes of your time to help me complete the reading check with your child.

Before we meet, please try to find a quiet space in front of a desktop, laptop, or tablet for your child. Earbuds or headphones are helpful but not required. We’ll test the audio together and make sure your child can clearly see my screen.

It is important for students to complete the assessment without help from caregivers, so while it may be tempting, please don’t help.

Below I’ve listed a few meeting times. Please reply to this email to let me know which time/date you prefer. I’ll then send you a calendar appointment with a link to our virtual meeting.

|  |  |
| --- | --- |
| Date | Time |
|  |  |
|  |  |
|  |  |

Thank you in advance for your help!

Sincerely,

[Your name]