

[District Letterhead]

[Insert Parent Name]
[Insert Parent Contact Information]

Dear [insert/populate parent name]:

RE: Notification of Administration of 4K and 5K Readiness Assessment with IEP Accommodations

All students enrolled in a publically funded prekindergarten must take one of the three approved 4K readiness assessments Teaching Strategies GOLD™, Individual Growth and Development Indicators (myIGDIs™), or Phonological Awareness Literacy Screening (PALS™) during the first forty-five days and the last forty-five days of the school year.

All public school students enrolled in kindergarten must take the Kindergarten Readiness Assessment (KRA) during the first forty-five days of the school year.

Within the first 45 days of this school year (2019–20), the [Name of District] will be administering readiness assessments to all 4K and 5K students attending district programs.

When the applicable readiness assessment is administered to your child, the accommodations listed on your child's Individualized Education Program (IEP) for classroom activities will be utilized on the assessment.

If you would like additional information or clarification regarding the readiness assessments or the accommodations in your child's IEP, please contact me. In addition, if you would like [student name]'s IEP team to discuss, or consider changes to, the accommodations section of your child's IEP, please contact me or the district's administrative office and an IEP team meeting will be scheduled.

Sincerely,

[Insert Staff member's Name]
[Staff Member Contact information]