



TITLE:

Sample Letter to Parent or Guardian of Kindergarten Student

FORM: IKE-R(1)-F(1)

Updated 8/10/2020

[Date]

[Parent/Legal Guardian Name]

[Mailing Address]

[City, State ZIP]

Dear Kindergarten Parent or Guardian:

The Mesa Unified School District recognizes the importance of providing opportunities for each child to be successful in school. Placement at the appropriate grade level is critical to this success. With the wide range of developmental needs among kindergarten students, we expect that some children will reach mastery of kindergarten goals in one year, and others may need more time.

As we complete the first semester and begin the spring semester of this school year, our staff has been assessing each child's current progress and preparing instruction for the second half of the school year.

Your child's teacher and I have recently discussed the progress your child is making on the learning objectives for kindergarten. At this time, we believe your child may require a second year at the kindergarten level to master all the skills necessary for success in the first grade.

Arizona State law (A.R.S. § 15-701) charges the teacher with the responsibility for making the decision about the appropriate grade placement for each child. The decision is based on District Governing Board Policy and Administrative Regulation – IKE and IKE-R Promotion and Retention of Students. We will review these standards with you when we talk about your child's progress.

You may have spoken recently with your child's teacher about your child's current school performance. If not, please contact your child's teacher within the next two school days. We look forward to working with you.

Sincerely,

[Principal Name]

Principal [School Name]