



TITLE:  
Sample Letter to Parent or Guardian of 1<sup>st</sup>-6<sup>th</sup> Grade Student

FORM: IKE-R(1)-F(2)

Updated 8/10/2020

[Date]

[Parent/Legal Guardian Name]

[Mailing Address]

[City, State, ZIP]

Dear 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.

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 \_\_\_\_\_ grade. At this time, we believe your child may require a second year at the \_\_\_\_\_ grade level to master all of the skills necessary for success in the next grade level.

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 Administration 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]