



## Sample Letters

### **SAMPLE REQUEST FOR INFORMATION ABOUT CHILD'S PROGRESS**

(for schools that receive Title 1 funding, as per NCLB)

(Keep a copy of this letter for your records)

NOTE: Should be sent to the Principal. Keep a copy for your records.

(Date)

Dear \_\_\_\_\_,

This is to request that you provide me with information on:

- the level of achievement my child has made on all state assessments
- whether or not my child has been assigned or taught for four or more consecutive weeks by a teacher who is not "highly qualified" under the definition listed in NCLB.

I appreciate your attention to this matter.

Sincerely,

(Your name address, telephone number and email address)

cc: (List of other people to whom you are sending a copy of this letter)