**Parent Letter of Notification**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

Dear Parents,

Our school/organization is implementing (your Mentoring Program). (your Mentoring Program) is a 1:1reading mentoring program, for students in grades \_\_\_\_\_\_\_\_ that were identified to need extra reading help. Your child was selected to participate.

I am happy to be coordinating (your Mentoring Program), which will begin\_\_\_\_\_\_\_\_\_. Our students will benefit from 1:1 reading mentoring, scheduled 4 times per week. Each is a 30 minute session especially chosen for your child’s reading level and reading needs.

The materials, which are designed for mentors to use, are from www.Readinga-z.com. When your child brings a book home, please listen to your child read it aloud. Repeated reading will help your child learn and retain many of the high-frequency words he/she needs to memorize.

Our mentors are comprised of volunteers from \_\_\_\_\_\_\_(please add information). They have been trained how to use the mentoring materials.

You should be seeing Progress Reports about your child’s involvement in (your Mentoring Program), and if there are any questions:

* Send a note or
* Email me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your child’s name in the “subject area”) or
* Call the school and leave a message\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,